

Employment Opportunity

Administrative Assistant

\$ 39,952 - \$ 59,929 per year plus benefits

San Bernardino Associated Governments, known as SANBAG, is the council of governments and transportation planning agency for San Bernardino County. SANBAG is responsible for cooperative regional planning and furthering an efficient multi-modal transportation system countywide. SANBAG serves the 2.1 million residents of San Bernardino County.

As the County Transportation Commission, SANBAG supports freeway construction projects, regional and local road improvements, train and bus transportation, railroad crossings, call boxes, ridesharing, congestion management efforts and long-term planning studies. SANBAG administers Measure I, the half-cent transportation sales tax approved by county voters in 1989.

JOB SUMMARY

Under general supervision, performs a variety of administrative support duties of moderate complexity requiring knowledge of SANBAG, its procedures, and operational details; serves as secretary to assigned committees; provides administrative support to assigned staff, including preparing agenda packets, processing agreements, and maintaining SANBAG records; composes and prepares routine correspondence using some judgment in content and style; and performs related work as required.

ESSENTIAL FUNCTIONS

This list is illustrative only and is not a comprehensive list of all functions and duties performed by employees in this position. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to the following:

- Provides administrative support to SANBAG staff by assisting with duties, including composing, typing, proofreading, scanning, and distributing documents and maintaining filing systems and databases.
- Gathers, assembles, updates, and distributes a variety of SANBAG specific information, documents, forms, records, and data as requested; gathers data and assists in preparing a variety of reports.
- Serves as secretary to assigned committees or commissions; reviews and proofs agenda items; prepares, posts, and distributes agenda packets; attends meetings, takes notes, records and transcribes minutes of staff level SANBAG committees and regional committees; compiles and arranges materials for mailings.
- Organizes, assembles, and distributes mass mailings; distributes regular mail to appropriate staff and processes outgoing mail.
- Schedules and/or coordinates meetings, seminars, conferences, workshops and travel arrangements for SANBAG staff.
- Schedules and verifies availability of rooms for meetings; prepares refreshments and sets up equipment as needed; cleans up after meetings.
- Composes, types, formats, edits, and proofreads a variety of routine to complex documents, including forms, memos, presentations, and correspondence for staff from rough drafts, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
- Maintains department files; collects and compiles operational information; develops and creates a variety of technical and statistical reports.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies SANBAG policies and procedures in determining completeness of applications, records, and files.

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- Tracks department issues and communicates operational information.
- Processes invoices, purchase orders, and requests for payments.
- Operates a variety of standard office equipment, including job-related computer hardware and software applications, copiers, postage meters, facsimile machines, multi-line telephones, and transcription equipment; may operate other department-specific equipment.
- Serves as back-up to reception function.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies, including the role of appointed SANBAG committees & regional committees.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office administrative support practices and procedures, including the use of standard office equipment.
- Principles and procedures of record keeping and records management including the California Public Records Act and Brown Act.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Computer applications including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, SANBAG staff and staff of member agencies in person and over the telephone.

Ability to:

- Perform responsible administrative support work with accuracy, speed, and minimal supervision in assigned timelines.
- Provide varied and responsible secretarial and office administrative work requiring the use of tact and discretion.
- Understand the organization and operation of SANBAG as necessary to assume assigned responsibilities.
- Review and maintain extensive records, compile technical information, and maintain official records.
- Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, policies, and timelines, as well as administrative and SANBAG policies and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- File materials alphabetically, chronologically, and numerically.
- Understand and follow oral and written instructions.
- Handle confidential information appropriately.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.

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- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, and prudence within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and/or Experience:

Equivalent to the completion of the twelfth (12th) grade and at least three (3) years of administrative office support and public contact experience preferably with a City Clerk's office or related organization that staffs a government body. Associate's degree or equivalent is preferred.

Licenses and Certifications:

None

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

APPLICATION PROCEDURE

Applications will be accepted until Friday, October 21, 2015 at 4:00 p.m. or until the position is filled. Applications may be mailed or delivered in person. Call 909-884-8276 for application and requirements or visit our web site at www.sanbag.ca.gov.

Complete the SANBAG application form. Provide a one-page written summary of your experience in the workplace and/or education relative to this position, describing work performed and the frequency. The information provided will be used to verify and evaluate the applicant's qualifications. Failure to complete the application and clearly demonstrate fulfillment of the minimum requirements will result in disqualification of the applicant. Resumes in lieu of an application and/or faxed applications will not be accepted. The successful applicant will be required to take a pre-employment drug test.

Forward Application to: San Bernardino Associated Governments
Attn: Management Services
1170 W. 3rd Street, 2nd Floor
San Bernardino, CA 92410-1715

Visit SANBAG at www.sanbag.ca.gov.