

## **MANAGEMENT ASSISTANT**

### **Position Overview**

The Transbay Joint Powers Authority is seeking a highly motivated individual with exceptional organizational and communications skills to support the Transbay Program in a fast-paced team environment. The qualified candidate must be able to prioritize and manage multiple duties and tasks with frequent interruptions. Candidate must be able to work in a team environment and have a dedication to quality customer service. The individual should also be able to independently identify and initiate office management projects.

Under the direction of the Chief of Staff, the Management Assistant will be a key member of the TJPA team, handling Programwide tasks. Duties will include, but are not limited to, the following:

- Assist with preparation of Board and committee meetings, both on- and off-site, including reviewing and preparing documents for distribution, taking meeting notes, preparing official minutes, managing deadlines, and scheduling
- Review, organize, maintain, and update agency electronic and hard copy files, conducting quality control on files and documents processed
- Independently compose and type correspondence relative to office operations - requiring knowledge of operations and protocols of the agency, prior to providing documents to Chief of Staff for signature and/or approval
- Manage Public Records Act requests including compiling, reviewing and submitting information to requesting party while ensuring deadlines are met
- Conducts research and responds to requests from the public and other agencies
- Assist in managing TJPA public outreach activities, including any Public and Community Relations consultants, both those contracting directly with the TJPA and those contracting with other TJPA consultants to ensure consistency of messaging and materials. This may also include taking the lead or assisting with any or all of the following:
  - Preparing press releases, responding to media inquiries, developing messages and outreach materials, and coordinating events for the Transbay Program (e.g. community meetings, tours, participation in public fairs)
  - Monitoring and managing TJPA website for consistency and timeliness of content; regularly develop and post electronic newsletter
  - Responding to community concerns as needed and public inquiries
  - Collect and disseminate Transbay media clips as appropriate

- Assist with developing and coordinating appropriate community outreach plan that incorporates local and regional transportation and housing advocacy groups, labor groups, neighbors and the general public
- Monitor and coordinate TJPA representation at meetings as necessary
- Coordinate, assemble, and distribute various reports for stakeholders
- Develop and maintain a 'regional events calendar' to keep the Executive Director and other appropriate staff informed of events (meetings, conferences, and events related to other governmental agencies or projects, etc.) and make recommendations for attendance as appropriate

#### Other Duties as Needed

Support TJPA staff with additional special projects and duties as needed. This may include, but not be limited to, the following:

- Assist with preparing PowerPoint presentations
- Performs data entry and database maintenance
- Provide administrative support including front desk coverage and assisting finance with data entry, filing and invoice review
- Any other duties as needed/assigned by the Chief of Staff and/or Executive Director

#### **Minimum Qualifications:**

- Five (5) years of administrative support experience, including at least one (1) year of experience performing high-level secretarial/administrative duties in a legislative body/public agency
- Advanced computer skills, including Microsoft Office suite (Word, Excel, PowerPoint, Outlook, Access) and Adobe Acrobat
- Excellent written and oral communication skills; familiarity with standards of business correspondence; strong grammar proficiency and editing abilities
- Outstanding organizational, interpersonal and time management skills; detail oriented
- Demonstrated accuracy and thoroughness of work; monitors own work to ensure quality
- Ability to multi-task and take initiative, cheerfully and respectfully handling multiple assignments simultaneously and meeting deadlines in a fast-paced environment
- Ability to organize work, set priorities, meet critical deadlines and follow up assignments with minimum direction
- Experience in handling sensitive and confidential business matters and information with discretion
- Strategic and creative thinker

**Preferred Qualifications:**

- College degree from an accredited University in English, Public Administration, Journalism, Political Science, Business Administration, or related field
- Two (2) continuous years of recent and verifiable work experience in a legislative body/public agency or equivalent advisory body, including handling regulations, noticing, following parliamentary procedure and writing agendas and minutes
- Four (4) years of increasingly responsible administrative support experience, preferably in a legislative body/public agency

**Substitution:** A baccalaureate degree from an accredited college or university in English, Public Administration, Journalism, Political Science, Business Administration, Urban Studies, or related field may be substituted for two (2) years of the secretarial experience. No substitution may be made for the required one (1) year of performing high-level secretarial/administrative duties in a legislative body/public agency.

**To be successful as an employee of the TJPA you will also:**

- Have a passion for our mission
- Be an innovative and creative thinker
- Have a very high level of personal and professional integrity and trustworthiness
- Have a strong work ethic
- Work well both independently and as part of a team
- Thrive in a fast-paced environment

**Compensation**

Salary is negotiable dependent upon qualifications and experience. A comprehensive benefits package includes medical, dental, vision, life insurance, CalPERS retirement plan, initially 12 days per year vacation, 10 holidays, 12 days per year sick leave, and up to 5 days per year administrative leave.

**Application Process**

Send a cover letter and resume via e-mail to Nila Gonzales, [ngonzales@tjpa.org](mailto:ngonzales@tjpa.org), or via mail to 425 Mission Street, Suite 250, San Francisco, CA 94105. The successful candidate will be required to pass a background and credit check.

**Equal Employment Opportunity**

The TJPA is an equal opportunity employer, and we value workplace diversity. We invite resumes from all interested parties, including minorities, women, veterans, and persons with disabilities.

More information about the TJPA can be found at [www.tjpa.org](http://www.tjpa.org)