

OFFICE ADMINISTRATOR

Position Overview

The Transbay Joint Powers Authority (TJPA) 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 and multiple competing priorities. 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, alleviate supervisor of routine administrative matters and deliver quality products.

Under the direction of the Chief of Staff, the Office Administrator will be a key member of the TJPA team, handling Program-wide tasks. Duties will include, but are not limited to, the following:

- **Administrative support**
 - Receive and screen visitors and telephone calls; provide factual information which requires tact, discretion and the interpretation of policies and procedures; and take messages and refer callers to appropriate personnel.
 - Manage correspondence including drafting, procuring signatures and filing records with minimal guidance and direction and review final documents for completeness, accuracy, format, compliance with policies and procedures, and use of Business English.
 - Organize and manage various office electronic and hard copy files, including confidential documents, assets, and creatives using different software and tools.
 - Process expense reports as requested.
 - Perform responsible office work involving the exercise of considerable independent judgment decision making.
 - Communicate and follow-up on tasks assigned.
 - May assist with review of data and reports to ensure completeness and provide quality assurance when reviewing documents using relevant software.
 - Provide administrative support to staff as required.

- **Office management and coordination**
 - Open and close office main entry doors (8 am to 5 pm).
 - Order supplies and coordinate office equipment maintenance; maintain orderly appearance of office, kitchen and conference rooms; and, process and distribute mail.
 - Develop and maintain manuals and updates resource materials with best practices for office management and administrative support.

- **Executive support**
 - Maintain multiple calendars using Microsoft Outlook.
 - Coordinate executive and senior management on and off-site and virtual meeting scheduling; travel arrangements; catering for meetings; initiate and coordinate conference calls.

- Assist in the tracking and monitoring of communication and legislative engagement efforts.
- Prepare summaries of reports, memoranda and documents for executive staff review.
- Research, draft and review briefing notes and communication materials.
- **TJPA CAC administrative management and coordination**
 - Serve as committee secretary for TJPA Citizens Advisory Committee (typically one after-hours committee meeting per month) by coordinating monthly meeting details, preparation and meeting facilitation.
 - Transcribe meeting minutes and other notes.
 - Coordinate with staff liaison to support CAC member inquiries and meeting requests.
 - Assist TJPA Board Secretary with monthly Board meeting preparation, which include hardcopy and virtual packet preparation and distribution of meeting materials as requested.

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
- Provide administrative support to the Finance team
- Any other duties as needed/assigned by the Chief of Staff and/or Executive Director

Minimum Qualifications:

- Three (3) years of increasingly responsible administrative support experience, preferably in a legislative body/public agency
- 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
- Advanced computer skills, including Microsoft Office suite (Word, Excel, PowerPoint, Outlook, Access) and Adobe Acrobat
- 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 on assignments with minimal direction
- Experience in handling sensitive and confidential business matters and information with discretion

Preferred Qualifications:

- College degree from an accredited University
- One (1) year of verifiable executive administrative experience providing personal and confidential administrative support for a manager by arranging appointments and assisting in the preparation of meetings, responding to public inquiries, reviewing incoming documents, composing confidential correspondence, conducting research and preparing statistical reports

- Knowledge of social media platforms, posting content and responding to public comments
- Familiarity with website content management systems and ability to post content online

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 independently as well as part of a team
- Thrive in a fast-paced environment
- Complete assigned tasks in a timely manner
- Be punctual and reliable

Compensation

Salary is negotiable dependent upon qualifications and experience. A comprehensive benefits package includes medical, dental, vision, life insurance, CalPERS retirement plan, 12 days per year vacation initially, 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 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