



## NEW EMPLOYMENT OPPORTUNITY

# Administrative Supervisor/Executive Assistant (Full Time w/ Full Benefits)

***Subject to final budget approval for fiscal year 24/25***

**Salary Range: \$7,272- \$9,817 per month effective July 11, 2024**

**Application Deadline: May 22, 2024 4:00PM**

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The Riverside County Transportation Commission (RCTC/Commission), established through California State law, oversees funding and coordination of all public transportation services within Riverside County. The Commission's responsibilities have grown in the over 41 years since its inception from coordinating highway and transit planning and identifying projects for state and federal funding to responsibility for all aspects of region-wide planning for Riverside County's mobility and operating toll facilities. Join an amazing team at RCTC and help plan and deliver transportation solutions!

### **General Description:**

Under general direction, plans, directs, administers, supervises, and participates in the daily operations and activities of a variety of administrative functions and general services; evaluates the operations and activities of the assigned functions; recommends and implements policies, procedures, and practices. Supervises the work of administrative staff; provides highly complex and responsible support to the Deputy Executive Director and Executive Director; and performs other duties as required.

This is the full supervisory-level class that exercises independent judgment on diverse and specialized administrative functions and has significant accountability and ongoing decision-making responsibilities associated with the work. The incumbent organizes and oversees day-to-day administrative processing, and record keeping activities and is responsible for providing administrative support to the Administrative Services Director/Clerk of the Board and Executive staff in a variety of areas. This class is distinguished from the Administrative Services Director/Clerk of the Board in that the latter has full management authority in planning, organizing, and directing the full scope of professional administrative operations within the department.

### **Qualifications**

**Required:** *Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12th) grade and five (5) years of increasingly responsible professional administrative support, preferably at a public sector agency.

## **Licenses and Certifications:**

Possession of, or ability to obtain, a valid California Drivers' License by time of appointment.

## **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, and reviews the work of administrative support staff in the Department; trains staff in work procedures and processes; provides policy guidance and interpretation to staff; evaluates employee performance and works with employees to correct deficiencies; recommends and implements disciplinary procedures; assists in recruitment and selection.
- Monitors activities of the assigned work unit; determines and recommends staffing needs for assigned activities and projects; recommends improvements and modifications and prepares various reports on operations and activities, including workload and workflow statistics.
- Recommends and implements goals, objectives, policies, and procedures; establishes schedules and methods for assigned administrative functions.
- Performs confidential and highly responsible secretarial work for the executive team, sets meetings and maintains executive calendars. Arranges travel and reservations for executive team and staff members for meetings and conferences. Maintains records of executive's expenses.
- Monitors the insurance tracking management system, including entering data, updating logs, contacting consultants, and verifying accuracy of data; processes fully executed agreements; updates correspondence, contracts, certificates, reports, and other documents in the Eden system; distributes procurement and contract records to appropriate staff as requested.
- Supervises and ensures that administrative staff provides a high degree of customer service to both internal and external customers.
- Oversees and provides administrative support to a department manager or supervisor by assisting with duties of an advanced, complex, and sensitive nature. Relieve administrative staff of routine personnel, budget, space utilization, and purchasing tasks when necessary.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies RCTC policies and procedures in determining completeness of applications, records, and files; compiles procurement files for public records requests.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public agency administration; researches emerging products and enhancements and their applicability to RCTC needs.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other special projects or duties as assigned.

## **Knowledge of:**

- Practices and methods of office management and administration, including the use of standard office equipment.
- Organization and function of public agencies.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Applicable federal, state, and local laws, codes, regulations, and policies, technical processes, and procedures related to the department to which assigned.
- Principles and practices of data collection and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and RCTC staff, in person and over the telephone.
- General procurement policies and procedures.
- Eden and Planet Bids software applications.

**Ability to:**

- Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, policies, and timelines, as well as complex administrative and departmental policies and procedures.
- Perform responsible administrative support work with accuracy, speed, and general supervision.
- Provide varied and responsible office administrative work requiring the use of tact and discretion.
- Understand the organization and operation of RCTC and of outside agencies as necessary to assume assigned responsibilities.
- Compose correspondence and reports independently or from brief instructions.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- 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.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate, maintain, and troubleshoot modern office equipment, including telephone and computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Physical & Environmental Elements:**

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.

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, other departmental representatives, transportation and government officials, business representatives, and the general public in explaining RCTC policies and requesting and providing information.

**Summary of  
Benefits Available**

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CalPERS Retirement System	Short and Long-Term Disability
<i>Classic: 2.7% @ 55 / PEPR: 2% @ 62</i>	9/80 Work Schedule
Up to \$1500/month towards Medical Plans	Vacation
Dental & Vision fully paid by RCTC	Sick Leave
401(a) Money Purchase Plan	12 Holidays/Year
457 Deferred Compensation	Transportation Assistance Programs
\$100,000 Group Life Insurance	Tuition Reimbursement Program

**An RCTC employment application and resume must be submitted for consideration by the application deadline.  
For more information, please visit [www.rctc.org](http://www.rctc.org)**