



NOW HIRING for a
Part Time (PT) - 18 Hours per Week
Administrative Assistant I
Hourly Rate: \$25.05 - \$30.43

OPEN UNTIL FILLED

This posting could close without notice when a sufficient number of applications are received. Candidates are encouraged to apply early in the process for optimal consideration.

Complete application packet will be reviewed on a weekly basis.

TO APPLY:

To apply for this opportunity, please visit the STA website and download an application at:

<https://sta.ca.gov/work-with-sta/employment-opportunities/>

[or click the QR Code](#)



Complete application packets **should include** a cover letter, resume, and application. As an alternative, you can mail or submit in person the completed application materials to:

Attn: Human Resources
Solano Transportation Authority
423 Main Street,
Suisun City, CA 94585

Incomplete applications will not be considered.

This recruitment will remain open until filled; however, candidates are encouraged to apply early in the process for optimal consideration.



THE OPPORTUNITY:

Under the supervision of the Clerk of the Board/Office Manager, the Administrative Assistant I will support the various departments and provide a variety of specialized and responsible administrative clerical and operational functions. The Administrative Assistant I position supports programs and projects, and assists in the coordination, monitoring and reporting. Performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides primary support to the Clerk of the Board/Office Manager and other Department Directors and staff.
- Performs administrative projects as assigned, including research and compilation of background data; and assists in the processing of data and staff reports.
- Assists in the coordination and scheduling of meetings, events, and contacts for the Executive Director, Board Members, and other staff.
- Provides back-up support in the production of materials for various committees, including planning, assembling and distribution of materials.
- Prepares meeting minutes for Citizen-based Committees as assigned.
- Prepares a variety of correspondence, periodic reports, informational publications, administrative policies and procedures related to the area of assignment, and other written materials.
- Performs duties to ensure timely completion of work assigned to meet deadlines.
- Maintains accurate records and files related to work performed.
- May assist other staff in event planning and conference attendance.
- Represents the administrative office at meetings as assigned.
- Provides back-up support to other administrative staff.
- Provides a high level of customer service, both internally and externally.
- Performs other duties as assigned.

THE IDEAL CANDIDATE WILL HAVE:

KNOWLEDGE AND SKILLS:

In addition to the experience and education above, the ideal candidate will be:

- Knowledgeable of modern office methods, practices and procedures, as well as public administration.
- Ability to organize and manage multiple priorities.
- Committed to customer service and attention to detail.

- Communicate clearly and concisely, both orally and in writing.
- Strong work ethic, goal-oriented, and positive.
- Flexible, unbiased and a person of high integrity.
- Ability to work as a team member and with minimal supervision.
- Ability to develop and maintain cooperative workplace relationships.
- Consistently interact courteously and tactfully with the public.
- Be proficient in MS Word and Excel with the ability to learn specialized software.
- Ability to operate a variety of office equipment.
- Perform other duties as assigned.

EDUCATION AND/OR EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities as listed below is qualifying. A professional way to obtain the required knowledge and abilities would be a High School degree with a minimum of two years office and/or customer service experience.

PHYSICAL DEMANDS:

While performing this job, the employee is regularly required to sit for extended periods of time; may require walking for short periods; may require occasional bending, stretching, reaching, twisting, kneeling, squatting, and extension of the arms; reach at and above shoulder level; generally inside work with occasional outside work with exposure to weather, odors, dust and pollen; lifting and/or carrying of light to moderate equipment/supplies; hand and finger dexterity sufficient to operate computer key board for extended periods of time.

This classification also emphasizes speech, hearing and vision; ability to see well enough to read handwritten and typed documents and view computer monitors for extended periods of time; ability to hear well enough to communicate on the telephone and in person over office noise; ability to speak well enough to be easily understood over the telephone and in public meetings; ability to comprehend at the level required for the job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Able to travel to and function at scheduled external meetings and events, as well as work variable hours on occasion (evenings). Able to lift 20 pounds, drive a van and handle event equipment.

MISSION STATEMENT:

"To improve the quality of life in Solano County by delivering transportation projects to ensure mobility, travel safety, and economic vitality for all."

THE AREA:

Solano County is located in the northeast corner of the San Francisco Bay Area and is situated in close proximity to the Napa Valley and Sacramento region. Solano County benefits from mild winters and warm summers and is located conveniently close to recreational areas within and outside of Solano County. The STA's new office is located on the waterfront in Suisun City's historic and picturesque downtown. The office is located a short walk from a Capitol Corridor Train Station and two express bus lines with connections to the Bay Area and Sacramento.

THE ORGANIZATION:

The **Solano Transportation Authority (STA)** was created in 1990 through a Joint Powers Agreement (JPA) between the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo and the County of Solano to serve as the County Transportation Authority (CTA) for Solano. As the CTA for the Solano area, the STA partners with various transportation and planning agencies, such as the Metropolitan Transportation Commission (MTC) and Caltrans District 4.

The STA is responsible for countywide transportation planning, programming transportation funds, managing and providing transportation programs and services, delivering transportation projects, and setting transportation priorities, and services as the

Consolidated Transit Service Agency (CTSA) for Solano county.

The STA uses an open and inclusive public involvement process through various committees made up of local elected officials, public works directors, transit operators, and interested citizens.

The STA is committed to continually improving Solano County's transportation system so that our residents have easy access to jobs, schools, shopping, medical appointments and essential services. To that end, the STA – working with each of the cities and the county – plans for, funds, manages and delivers a wide array of programs designed to keep Solano moving. While delivering transportation projects to ensure mobility, travel safety, and economic vitality is the STA's mission, preserving and improving the quality of life enjoyed by Solano County residents underscores all that we do.



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SELECTION PROCESS:

All applications will be reviewed for minimum qualifications and only the best qualified will be invited to continue in the recruitment process.

The Solano Transportation Authority (STA) is an equal opportunity employer encouraging workforce diversity and is committed to ensuring that no person is excluded from participation in, denied the benefits of, or discriminated against under its hiring activities on the basis of race, color, creed, sex, gender, religion, marital status, registered domestic partnership status, age, national origin or ancestry, physical or mental disability, veteran status, sexual orientation, gender identity/ gender expression, or medical condition including genetic characteristics.

Title VI of the Civil Rights Act of 1964 provides protections against discrimination based on race, color and national origin; and 49 United States Code Section 5332 provides additional protections against discrimination based on religion, national origin, sex, disability, or age.

Employment at STA is at-will.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.

