



SOLANO TRANSPORTATION AUTHORITY

# Clerk of the Board/ Office Manager

## All About STA

The STA was created in 1990 through a Joint Powers Agreement between the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, Vallejo and the County of Solano to serve as the Congestion Management Agency for Solano. As the Congestion Management Agency (CMA) 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. Learn more about the STA by clicking [here](#).

The STA amended budget for fiscal year 2024-25 totals \$72.68 million and reflects updated revenues and project expenditures for 61 plans for planning, projects, and programs. To view the FY 2024-25 proposed budget revision and the FY 2025-26 proposed budget, click [here](#). To view the two-year proposed budget revision presentation, click [here](#).



### Our 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 Community

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 Position

Under direct supervision of the Executive Director, Clerk of the Board/Office Manager provides a variety of administrative and clerical support to the STA Board and the different committees, prepares resolutions and ordinances, attends board meetings and prepares board minutes. The incumbent coordinates the office administrative work for the Executive Director, Legal Counsel, and Board of Directors by performing multiple administrative duties to ensure the efficient service provision for the Authority. Responsibilities require the frequent use of tact, discretion, and independent judgment as well as knowledge of departmental and Authority's activities. This class is distinguished from other office administrative classes in that the nature, scope, and diversity of responsibilities originating at this level of responsibility require a broader understanding of the Authority's functions. This position reports to the Executive Director.

## The Ideal Candidate

Given the issues and priorities facing the STA, the Clerk of the Board/Office Manager must be a motivated self-starter with excellent customer service, organizational and communication skills, and a flexible team player with a positive attitude who enjoys a fast-paced and challenging environment.



#### STA BOARD MEMBERS



## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

### Essential Duties

The essential duties include, but are not limited to:

- ❖ Provides administrative and operational support to the Executive Director, Deputy Executive Director and other Department Directors.
- ❖ Performs administrative duties for the Board of Directors and its Committees, prepares, receives and maintains all official Authority records.
- ❖ Manages and maintains calendars and complex scheduling both in person and through virtual media for the Executive Director, members of the STA Board of Directors, Legal Counsel, and Department Directors; Schedules high-level regional and local meetings, confirms key participants, prepares and distributes annotated agendas prior to scheduled meetings, and arranges travel if needed.
- ❖ Supervises administrative support staff; delegates and coordinates office support work assignments; supervises and assists with office practices, staff report writing, meeting preparations and other relevant documents.
- ❖ Prepares, posts, and distributes Authority Board agendas, packets, and public notices; directs quality review, controls and ensures all Authority Board and other Committee packets in compliance with the Brown Act by adhering to the seventy-two (72) hour public notice of posting agendas.
- ❖ Prepares resolutions and ordinances; clerks board meetings and prepares accurate action-based minutes; and follows up on board decisions as required.
- ❖ Administers the Authority's writing conventions and templates used for resolutions, agendas, Board and Committee reports, policies, correspondence and all other formal writings.

- ❖ Establishes quorum, attendance, and AB 2449 remote participation compliance.
- ❖ Acts as the official custodian of records including the storage and retrieval of documents, records retention, policy maintenance, master and electronic file maintenance; facilitates research and coordinates requests for public information in accordance with Public Records Act.
- ❖ Facilitates annual filing requirements for staff and elected officials for the Fair Political Practices Commission (FPPC) including distribution and collection of Form 700s and ensuring timely filing with the County Clerk.
- ❖ Oversees and processes on-board actions for Board of Directors, maintain Board members' regional and Authority's Committee assignments.
- ❖ Maintains professionalism and confidentiality in all Board and office related communications.
- ❖ Oversees day-to-day office activities, daily administrative operations, and ensures efficient functionality.
- ❖ Identifies operational inefficiencies and areas for workflow improvement by developing and implementing office procedures.
- ❖ Coordinates routine building maintenance activities (e.g., HVAC servicing, plumbing, electrical checks).
- ❖ Manages service providers for janitorial, landscaping, pest control, and other recurring building services.
- ❖ Schedules repairs and maintains records for maintenance and inspections.
- ❖ Maintains compliance with safety and health regulations (e.g., fire extinguishers, emergency exits).
- ❖ Tracks maintenance budgets and approves minor expenses.
- ❖ Manages office equipment and supply inventory.
- ❖ Acts as a central point for internal communications and foster a positive culture.
- ❖ Performs other related duties as assigned.



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## Education and/or Experience

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Any combination of education and experience that would likely provide the required knowledge and abilities listed below is qualifying. A typical way to obtain the required knowledge and abilities would be three (3) years of journey level administrative experience including supervision of staff, records management, agenda preparation and the ability to interpret laws and ordinances. Must have a high school degree. Some college is preferred with coursework focus on business, public or office administration.

Must be able to obtain **California Notary Public Commission Certification** within six (6) months of appointment to the position.

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## Knowledge and Skills

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

- Possess computer skills as a minimum: MS Office applications (Word, Excel, Access, Publisher, PowerPoint) and other database software.
- Basic knowledge and understanding of current technology standards.
- Knowledge and understanding of Brown Act Requirements.
- Knowledge and understanding of basic contracts.
- An excellent communicator (oral, written and presentation).
- Able to work with and complement existing staff.
- Exercise independent judgement, tact and confidentiality.
- Flexible, unbiased and a person of high integrity.

### ABILITY TO:

- Work as a team member.
  - Work with minimum supervision.
  - Establish and maintain cooperative workplace relationships.
  - Interact courteously and tactfully with staff and the public.
  - Manage multiple priorities.
  - Provide direction and give clear instructions.
  - Exercise direct supervision and mentor administrative support staff.
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## Driving Requirements

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Driving of personal and STA vehicles is necessary as many meetings and other job-related activities will be out of the STA offices. Use of a personal vehicle is reimbursed in accordance with IRS mileage regulations. Proof of insurance of personal vehicles is required and must be maintained during employment with STA. The hire for this position must have a valid California Class C driver's license and have a satisfactory driving record such that the employee is eligible for coverage by STA's insurers. All new hires will be subject to an initial DMV "pull notice" check and following employment, annually thereafter.

## Compensation and Benefits

**Salary: \$8,623 - \$10,481 per month**

**In addition to salary, the STA offers the following strong benefits package:**

- **Retirement:** PERS Retirement Formula based on status when hired.
- **457 Deferred Compensation Program Available;** for all employees hired into the public sector after 1/1/13 are deemed "New" members and will be eligible for an up to 3% matching contribution to their deferred comp plan by STA.
- **Medical:** Health Insurance - STA will pay up to 85% of the Bay Area Kaiser rate effective January 1, 2026. If the employee elects to decline health coverage, he/she will receive \$350.00 per month.
- **Dental insurance:** STA will pay up to \$139.30 per month.
- **Vision Insurance:** STA will pay up to \$17.36 per month.
- **Life Insurance:** STA provides a monthly premium sufficient to maintain \$50,000 basic life insurance.
- **Holidays:** 15 paid holidays (3 of which are floating holidays).
- **Vacation:** 10 days (80 hours) per year, until year 5 in which vacation time increases to 15 working days (120 hours).
- **Sick Leave:** 12 days accrued annually.
- **Management Leave:** Forty (40) hours annually.
- **Commuter Transit Incentive:** Up to \$75.00 for usage of alternative modes of commuting limited to trains, buses, vanpool, and ferry.
- **Alternative work schedule available.**

## Application Process

**This position is open until filled.** To apply for this opportunity, please visit the STA website at: <https://sta.ca.gov/work-with-sta/employment-opportunities/> or click the QR code:



A completed Solano Transportation Authority (STA) Employment Application must be submitted as directed below.

Applications must be received no later than 5:00 p.m. on Thursday, March 5, 2026; however, when a sufficient number of applications are received, this announcement may be closed at any time at the discretion of the Authority.

You may also mail or submit in person the completed application materials to:

Attn: STA - Human Resources  
423 Main Street Suisun City, CA 94585  
or email to: [humanresources@sta.ca.gov](mailto:humanresources@sta.ca.gov)

STA will also establish a certified eligibility list for future openings for this position.

### SELECTION PROCESS AND TENTATIVE SCHEDULE:

All applications will be reviewed for minimum qualifications and only the best qualified will be invited to continue in the recruitment process. The examination process may consist of a practical exam and/or oral interview. In addition, this position requires a full background check.

**FINAL FILING DATE: 5:00 P.M., THURSDAY, MARCH 5, 2026**

**Oral Interviews are tentatively scheduled  
for the week of March 9, 2026**

### OTHER IMPORTANT INFORMATION:

It is important that your application show all the relevant education and experience you possess. Resumes submitted in lieu of an application will not be accepted. Applications may be rejected if incomplete or not signed.

If you believe you may need accommodation during the interview or testing process, please contact Human Resources at (707) 424-6075. Requests for accommodation must be received no later than five (5) calendar days before the oral board date on the recruitment.



*The Solano Transportation Authority is an equal opportunity employer.*