



JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.caltrain.com/about-caltrain/jobs>

Employment Hotline (650) 508-6308

August 11, 2023

TITLE: Administrative Support Specialist, Rail
EMPLOYMENT TYPE: Non-Exempt
DIVISION: Rail Development
APPLICATION DEADLINE: Sunday, September 3, 2023
PAY RANGE: \$26.09 - \$42.86 hourly (\$54,279 - \$89,167 estimated)
WORK LOCATION: annual) San Carlos, CA

JOB SUMMARY: The Administrative Support Specialist will report to the Director, Rail Engineering and will provide clerical and administrative support to the Joint Powers Board (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Provide clerical, administrative, and data entry support.
- Collect, review, and analyze data; prepare reports, charts, budgets, and other presentation materials, take meeting minutes, and prepare written reports.
- Schedule, coordinate, and maintain calendar appointments and department meetings.
- Coordinate office and/or departmental operations

EXAMPLE OF DUTIES:

- Collect and assemble data and generate reports.
- Answer telephones, take and distribute messages, and respond to emails.
- Respond to departmental inquiries and resolve information requests.
- Schedule department meetings and coordinate conference rooms and community spaces.
- Manage incoming and outgoing correspondence, including emails, faxes, mail, and packages.
- Create and update spreadsheets and monthly reports.
- Maintain, organize, and file records, receipts, spreadsheets, databases, and confidential documents.
- Process invoices; reconcile department spending, and track department budget.
- Submit work orders, schedule, and maintain general office space and equipment.
- Open and sort mail.
- Purchase and keep inventory of supplies and equipment.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the Director, Engineering, who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- High School Diploma or GED equivalent.
- Three years of full-time Admin Assistant experience.

PREFERRED QUALIFICATIONS

- Must be proficient in Microsoft 365 (Teams) and ZOOM software.
- Prior experience working in an Engineering design and construction organization is helpful.
- Proficient with PeopleSoft enterprise software.
- Must communicate effectively orally and in writing.
- Must have good writing and communication skills.
- Must be able to perform duties and support functions with minimal supervision.
- Organization and time management.
- Must have a valid CA Driver's license.

SELECTION PROCESS:

The process may include written and skills test assessments or supplemental questions and will require a panel interview. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS:

For further Benefits details please go to: <https://www.caltrain.com/about-caltrain/jobs/employee-benefits>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	Up to 26 days per year
Cafeteria Plan:	Medical, dental, vision care, group life insurance, and more
Transportation:	Free bus transportation for employees and qualified dependents
Retirement:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none">○ Classic Members – 2% @ 60 benefit formula, 3-year average of highest compensation○ New Members – 2% @ 62 benefit formula, 3-year average of highest compensation

HOW TO APPLY:

- To apply, please visit the <https://www.caltrain.com/about-caltrain/jobs>. Complete an online employment application and supplemental questionnaire by 11:59 pm on **Sunday, September 3, 2023**. A resume will not be accepted in lieu of the application and supplemental questionnaire (If required). Incomplete application will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for accommodation, please contact the Human Resources Department, call (650) 508-6308.
- SamTrans celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.