



YOLO COUNTY TRANSPORTATION DISTRICT

EXECUTIVE ASSISTANT & CLERK OF THE BOARD \$74,473-\$96,827 | October 12, 2022

OVERVIEW

As Assistant to the Executive Director and Clerk of the Board at a small public agency, this position performs a wide range of tasks to support the agency's core functions. As Executive Assistant, he or she is responsible for managing the schedules and communications for the Executive Director, including prioritizing emails, phone calls, and meeting requests, tracking priorities, deadlines, and special projects, gathering documents to prepare for meetings and coordinating travel arrangements. As Clerk of the Board, he or she will work closely with the Executive Director to plan and organize Board of Directors meetings and committee meetings, record proceedings, and maintain official records and reports of Board and committee actions. Other duties include responding to public inquiries regarding the business of the Board of Directors, overseeing customer service, managing the claims process, welcoming visitors and helping maintain a professional and smoothly running office environment.

TYPICAL TASKS

Executive Assistant – 40%

- Manage the executive's calendar, including making appointments and blocking out time for the most sensitive matters
- Assist the executive with communications, such as monitoring, routing and responding to e-mails and preparing communications on the executive's behalf
- Assist the executive with maintaining an organized system of records and documents of both general and confidential documents.
- Prepare and/or update office procedures, forms, and other materials for distribution internally as requested
- Administer District's liability insurance programs (including accident reports, claim files, and chain-of-custody protocol of electronic storage devices related to accident/incident investigation). Process all incoming liability claims, file incident reports, and manage communication with liability claims team.

Clerk to the Board – 25%

- Manage and attend monthly Board of Directors meetings, Citizens Advisory Committee meetings and Technical Advisory Committee meetings, and other ad hoc committee meetings that may be established by the Board.
- For each of these meetings, work with the Executive Director to prepare agendas, staff reports, slide decks and other materials and post these in advance, as required by law.
- During Board and Committee meetings, coordinate public comment, conduct roll call votes, take meeting notes and/or ensure meeting is recorded (for Zoom meetings).
- After Board and Committee meetings, prepare official meeting minutes for approval.

- Maintain official records and reports of Board actions that are comprehensive and accurate as required by law.
- Respond to public information requests as required by law.
- Manage agency compliance with Conflict-of-Interest laws by gathering Form 700 (Statement of Economic Interest) from all applicable staff, board and committee members;

Office Management/Customer Service – 25%

- Respond to Customer Service requests including sales and information at the front counter, by phone and by email (approx. 3-5 requests per day)
- Answer phone calls and welcome visitors, identify the purpose of their visit before directing them to the appropriate department.
- Build and maintain positive working relationships with co-workers, Board and committee members, staff at other agencies, businesses, and the public using principles of good customer service.
- Assist with maintaining a safe, welcoming, and professional YCTD office, including office related services, equipment and supplies. Prepare purchase order requests for office supplies and equipment
- Manage maintenance procedures and contracts for office equipment
- Perform other related duties as assigned

QUALIFICATIONS

Experience: Candidate should have at least four (4) years of Executive or Personal Assistant experience, preferably in a public agency environment. Experience working with a Board of Directors, either public or private, is strongly preferred.

Education: Successful completion of business or administration classes above the high school level is desirable. One year of education above the high school level may be substituted for one year of experience.

Skills and Attributes:

- Self-motivated, proactive, and forward-thinking
- Extremely detail-oriented and organized
- Confident, outgoing and capable of being persistent when necessary
- Comfortable and fluent in use of Microsoft Office Suite, including Outlook Word, Excel, Teams and PowerPoint.
- Comfortable and fluent in use of online meeting and webinar platforms, including Zoom and Teams.
- Diplomatic, tactful and effective communicator, in person, on the phone and in writing.
- Maintains a positive attitude, sense of humor and willingness to work with all team members.
- Ability to work independently and multi-task in a fast-paced environment.
- Ability to maintain confidentiality and appropriately handle sensitive information.
- Proficiency in Spanish, both written and verbal, is desired but not required.

ADDITIONAL INFORMATION

Equal Opportunity: YCTD is an Equal Opportunity Employer that values a diverse and inclusive workforce. Women, people of color and LGBTQ+ individuals are encouraged to apply.

Physical Requirements: This class will require light physical effort which may include frequent lifting of up to ten pounds and occasional lifting of up to twenty-five pounds. Some bending, stooping, and/or squatting may be required. Some walking may be involved. |

In Person Requirement: This position is in-person at the YCTD office located in Woodland, CA. At the discretion of the Executive Director, remote work may be allowed up to two days a week.

Driver's License: A valid California Driver's license is required.

Employee Benefits: Our employees participate in the California Public Employees Retirement System (CalPERS). The District pays up to 90% for the health insurance premium of the lowest cost HMO Plan thru CalPERS. Other benefits include:

- Dental and vision insurance
- Optional CalPERS 457 retirement savings program
- 12 holidays per year and 3.5 floating holidays
- 80 hours of vacation per year, increasing with additional years of service
- Bilingual pay for those whose regular duties involve oral or written translation.

ABOUT US

Yolo County Transportation District was created in 1982 and has been providing safe, reliable and convenient transportation to our communities ever since. We operate Yolobus, which provides fixed route bus service that serves Woodland, West Sacramento, Davis, Capay Valley, the Sacramento International Airport and downtown Sacramento. We also serve as the multimodal transportation planning agency for Yolo County, overseeing projects and planning efforts to enhance travel for all modes, including active transportation corridors across Yolo County and improving the commute on Interstate 80. The District has 13 full time employees, who are passionate about our mission to help transit riders and the public get around Yolo County and the Sacramento region more easily. District staff work closely with ~100 contract staff: bus operators, mechanics, dispatchers, road supervisors and managers., who are located in the office next door and operate all public transit services. The District is governed by a Board of Directors that is made up of 7 individuals representing the different local jurisdictions in Yolo County.

TO APPLY

Please email a cover letter and resume to jobs@yctd.org. The position is open until filled. First review of applications will begin October 31.