



Item #9

DATE April 3, 2019
TO GCTD Board of Directors
FROM Debbie Williams, Director of Human Resources *dw*
SUBJECT **Consider Approval of Job Description for Office Coordinator/Executive Assistant**

I. EXECUTIVE SUMMARY

Staff is recommending the Board of Directors consider approval of a job description for an Office Coordinator/Executive Assistant which would replace the existing Office Manager job description. The Office Coordinator/Executive Assistant will ensure the smooth daily operation of the Administration offices, provide executive assistance to the General Manager and Management Team, as well as serve as Clerk of the Board.

II. DISCUSSION

Last year, the Office Manager position was vacated when the incumbent employee was promoted to HR Generalist. Since that time the HR Generalist has been performing dual duties for both HR and Office Manager. As we prepare to relocate to the new facility, we have evaluated our staffing needs and have determined that a full time Office Coordinator/Executive Assistant is needed to ensure adequate functioning of the administrative office. This position would also enable the Human Resources Generalist position to focus solely on Human Resources.

This Office Coordinator/Executive Assistant will report to the General Manager, with day to day oversight provided by the Marketing and Communications Manager. The position will absorb all duties related to ensuring the smooth running of the Administration offices, oversee meeting coordination, assist members of the Management Team, greet and direct visitors and special guests, and serve as a key primary point of contact for all staff.

The proposed salary range for the Office Coordinator/Executive Assistant is \$54,548 min - \$76,391 max and would replace the Office Manager job description on the GCTD organizational chart. The planned start date for this position would take place in conjunction with the move to the new facility and will be included in the FY 2019-20 operating budget. The position description for the Office Coordinator/Executive Assistant is attached to this report.

GOLD COAST TRANSIT DISTRICT

April 3, 2019

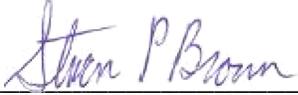
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III. RECOMMENDED ACTION

IT IS RECOMMENDED that the Board of Directors Approve the Job Description for Office Coordinator/Executive Assistant

Concurrence:



Steven P. Brown
General Manager

Attachment

**GOLD COAST TRANSIT DISTRICT
JOB DESCRIPTION**

CLASSIFICATION TITLE:	Office Coordinator/ Executive Assistant
REPRESENTATION:	Non-Represented
OVERTIME STATUS:	Exempt
REPORTING STATUS:	General Manager Marketing & Communications Manager
SUPERVISES:	None
DATE AUTHORIZED:	

JOB SUMMARY

The Office Coordinator essential functions fall into three key areas: provide executive support to the General Manager and the Management Team, serve as the Clerk of the Board of Directors, and serve as the primary office coordinator for the GCTD Administration offices, with day to day reporting to the Marketing & Communications Manager.

ESSENTIAL FUNCTIONS

Assistant to the General Manager and Management Team

- Set up and maintain files of highly confidential data and information of major importance.
- Prepare correspondence or presentations, maintain appointment schedules and calendars, make travel arrangements, and arrange meetings and conferences.
- Respond to letters, inquiries, invitations and general correspondence, determine the priorities and the method of response.
- Assist on a wide variety of tasks and projects, from creating forms and presentations to copying and binding documents.
- Clerically and grammatically edit a variety of material when necessary ensuring a strong attention to detail and accuracy.
- Processes and reconciles invoices and expense reports.
- Assists with any and all special projects as directed.

Clerk of the Board of Directors

- Prepare board meeting agendas and meeting packets, occasionally under time deadline, in preparation for monthly board meetings.
- Record, transcribe and produce in a timely manner minutes from monthly board meetings and other meetings, requiring access to confidential information.

Job Description: Office Coordinator/ Executive Assistant

- Lead logistical planning of all meeting details including: understanding all Board processes and procedures; communicating and coordinating with Board Members, guests, executives, staff, and support staff, prepares complex Board documents and presentations, which requires outstanding levels of proofreading, formatting/word processing in accordance with the GCTD style guide.
- Attends Board meetings and ensures the needs of Board members, executives, guests, and staff are met quickly and thoroughly; ensures Board meetings run without error.
- Manage and maintain board historical files, including agendas, reports, correspondence, minutes and resolutions.
- Serves as liaison between the management team, committees, staff and the Board.

Office Coordinator

- Responsible for the smooth and efficient day-to-day operation of GCTD administrative office.
- Open the office each morning and maintain office common areas, ensuring office is clean, orderly and well stocked.
- Receive/ escort visitors, screen questions and requests, and make proper referrals.
- Receive and distribute mail and administer organizational correspondence control.
- Independently answer correspondence or take appropriate action when possible.
- Manage office conference room schedules and serve as primary contact for large/group meetings requiring catering and/or technological support.
- Serve as primary point person/contact for all GCTD personnel for office equipment repairs, maintenance of office materials and arranges for repairs as needed.
- Help to onboard new employees ensuring first day is smooth.
- Assist the Communications and Marketing Manager on scheduling and planning events, including meetings, employee recognitions, others as assigned.
- Monitor and maintain office & kitchen supplies, work with Purchasing to fulfill inventory requests.
- Provide general customer service support, including intaking customer complaints, providing trip planning assistance, recovering lost and found items, and answer general questions about GCTD's services.

OTHER JOB FUNCTIONS

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

High school diploma and equivalent of three years of increasingly responsible administrative experience in office management functions. College degree or significant college level coursework in personnel, business, public administration or a closely related field is preferred. The successful candidate will have a proven record of achievement, professionalism, reliability, and excellent organizational skills. **Bilingual (English/Spanish) is required.**

Job Description: Office Coordinator/ Executive Assistant

Knowledge of:

- Applicable federal, state, and local laws, codes and regulations.
- Computer proficiency, including good knowledge of MS Word, Excel and PowerPoint and other business applications.
- Methods and techniques for basic report preparation and writing.
- Methods and techniques for record keeping.

Ability to:

- Coordinate a variety of projects and activities simultaneously.
- Plan, coordinate and organize work activities to effectively meet deadlines.
- Interact with high level management members and elected officials with tact, discretion and a professional demeanor.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Environment

- Office environment
- Driving a vehicle to conduct work

Physical Abilities:

- Prolong sitting, standing, walking, reaching lifting up to 25 lbs.
- Repetitive hand movement using a computer keyboard.
- Near and far vision in reading written reports and work-related documents.
- Acute hearing when providing phone and counter service.