



OFFICE COORDINATOR/EXECUTIVE ASSISTANT

Salary Range \$54,548-76,391

(Bi-lingual Required)

Exempt

Excellent Benefits & CalPERS Pension Plan

Open Until Filled

POSITION OVERVIEW

GCTD is seeking an exceptional individual with great communication and professional coordination skills to help fill the role of Office Coordinator/Executive Assistant at our Administration Office. The essential functions for this position 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 front office coordinator for the GCTD Administration office. This position will report to the Marketing & Communications Manager for all day-to-day duties.

ESSENTIAL FUNCTIONS

Assistant to the General Manager and Management Team

- Prepare correspondence or presentations, maintain appointment schedules and calendars, make travel arrangements, and arrange meetings and conferences.
- Set up and maintain files of highly confidential data and important information.
- 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 materials when necessary ensuring strong attention to detail and accuracy.
- Process and reconcile 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 tight time deadlines, 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.
- 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, prepare complex Board documents and presentations, which requires outstanding levels of proofreading, formatting/word processing in accordance with the GCTD style guide.

- Attend Board meetings and ensure the needs of Board members, executives, guests, and staff are met quickly and thoroughly; ensure 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 operations of the administration 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 arrange for repairs as needed.
- Help to onboard new employees ensuring first day is smooth.
- Assist the Communications and Marketing Manager with scheduling and planning events, including meetings, employee recognitions, others as assigned.
- Monitor and maintain office & kitchen supplies, work with Purchasing to fill inventory.
- 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.**

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.
- Learn new technology, implement new systems, policies and procedures.
- Retain discretion and a professional demeanor

LICENSES AND OTHER REQUIREMENTS:

Valid Class C 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.

DISCLAIMER:

This job description is not construed to be an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by the supervisor, department head or general manager.

HOW TO APPLY

To apply, please submit the following **by email to:** hr@gctd.org

- **Cover Letter and Resume** - To be considered for this position, applicants must provide a professionally written cover letter and resume describing their experience and/or training relevant to the job duties described above. Along with the official GCTD application, this cover letter will be used to evaluate qualifications for the position and select the most qualified applicants to proceed in the selection process.
- **GCTD Application:** www.gctd.org

Or mail to:

**GOLD COAST TRANSIT DISTRICT
301 EAST THIRD STREET
OXNARD, CA 93030**

SELECTION PROCESS:

All applicants must provide a cover letter, resume and application to be considered. Applications will be evaluated, and the most qualified candidates will be invited to an oral interview. All statements made on the application are subject to verification. **Incomplete applications may cause you to be excluded from the selection process.**

PRE-EMPLOYMENT PROCESS:

The process includes a job specific pre-employment job function analysis and a non-dot drug screening to be completed by an industrial health clinic of our choice; background and reference check will also be performed. All offers of employment are conditioned upon successful completion of this pre-employment process

ABOUT GCTD:

Gold Coast Transit District (GCTD) is a special purpose transit district that provides public fixed-route and paratransit service in the cities of Ojai, Oxnard, Port Hueneme, Ventura and the unincorporated areas of Ventura County. With nearly 4 million passenger trips provided each year, GCTD is the largest public transportation operator in Ventura County. The fleet includes 56 buses and 24 paratransit vehicles all powered by clean natural gas supplied by an on- site CNG fueling station. In 2014 Gold Coast Transit District was named Small Agency of the Year by the California Transit Association.

COMPENSATION PACKAGE

GCTD offers an attractive compensation and benefits package that includes:

- Medical, Dental, Vision plans
- Flexible Spending Account (FSA)
- Paid Vacation
- Paid Cumulative Sick Leave
- Paid Holidays
- California Public Employers Pension Plan (CalPERS)
- 457 Deferred Compensation Plan
- Longevity Pay
- Life Insurance
- Tuition reimbursement
- Free GCTD Public Transit for Employee

Immigration & Control Act of 1986

In order to comply with the provision of this law, all applicants prior to placement must provide proof of work eligibility and attest that they are a citizen, permanent resident alien, or otherwise authorized to be employed.

Equal Opportunity Employer

Gold Coast Transit District is an Equal Opportunity (at will) Employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, sexual preference, gender identity, religion, age, veteran status, physical or mental disability, mental condition, or any other category protected by state or federal law.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance, please contact GCTD's Human Resources at (805) 483-3959. EOE