MANAGEMENT ASSISTANT

Position Overview

The Transbay Joint Powers Authority is seeking a highly motivated individual with exceptional organizational and communications skills to support the Transbay Program in a fast-paced team environment. The qualified candidate must be able to work independently and prioritize and manage multiple duties and tasks. The successful candidate must be able to work in a team environment and have a dedication to quality customer service.

Under the direction of the Chief of Staff, the Management Assistant will be a key member of the TJPA team, handling Program-wide tasks with a priority focus on public meetings and communication support. Duties will include, but are not limited to:

- Preparing for Board and committee meetings, both on- and off-site, including reviewing and preparing documents for distribution, taking meeting notes, preparing official minutes, managing deadlines, and scheduling
- In coordination with the Communications & Legislative Affairs Director, assist and develop TJPA communications including public and outreach activities. This may include taking the lead or assisting with any or all of the following:
  - Monitoring and managing TJPA website for consistency and timeliness of content; regularly develop and post electronic newsletter and/or other marketing materials, including flyers, posters, etc.
  - Responding to community concerns and public inquiries
  - Assisting with the development and implementation of communication outreach plans
  - Drafting press releases and responses to media inquiries, developing messaging and outreach materials, and coordinating events for the Transbay Program (e.g. community meetings, tours, participation in public fairs, etc.)
  - Developing TJPA’s social media plan and strategy while managing and tracking its social media platforms for public engagement and outreach
  - Collaborating with facility operations on communications for public events and park programming
  - Creating graphic and digital content for presentations, public and outreach, and social media.
  - Monitoring media coverage for the TJPA including collecting and disseminating media clips as appropriate
- Managing Public Records Act requests including compiling, reviewing and submitting information to requesting party while ensuring deadlines are met
- Scheduling and managing meetings and public events
- Conducting research and responding to requests from the public and other
agencies with minimal supervision

- Monitoring and coordinating TJPA representation at meetings as necessary
- Coordinating, assembling, and distributing various reports for stakeholders
- Preparing reports and other correspondence
- Reviewing, organizing, maintaining, and updating agency files
- Serving as the backup Filing Officer with the Fair Political Practices Commission for the TJPA

Other Duties as Needed
Support TJPA staff with additional special projects and duties as needed. This may include, but not be limited to, the following:

- Assist with preparing PowerPoint presentations and graphics
- Provide administrative support for staff including backup to the Office Administrator, as needed
- May require work on nights, weekends and/or holidays
- Any other duties as needed/assigned to advance the Transbay Program

Minimum Qualifications:

- Three (3) years of administrative support experience, with a strong preference for at least one (1) year of experience performing high-level secretarial/administrative duties in a legislative body/public agency, and one (1) year of experience in communications, government affairs, public relations, or legislative affairs or transportation
- Advanced computer skills, including Microsoft Office suite (Word, Excel, PowerPoint, Outlook, Access) and Adobe Acrobat
- Excellent written and oral communication skills; familiarity with standards of business correspondence; strong grammar proficiency and editing abilities
- Outstanding organizational, interpersonal and time management skills; detail oriented
- Demonstrated accuracy and thoroughness of work; monitors own work to ensure quality and provide great follow-through on all tasks assigned
- Ability to multi-task and take initiative, respectfully handling multiple assignments simultaneously and meeting deadlines in a fast-paced environment
- Self-starter who can independently plan, execute and evaluate tasks with minimal supervision
- Ability to organize work, set priorities, meet critical deadlines and follow up assignments with minimum direction
- Experience in handling sensitive and confidential business matters and information with discretion
- Strategic and creative thinker that can work independently and in a team environment

Preferred Qualifications:

- College degree from an accredited University in English, Public Administration,
• Journalism, Political Science, Business Administration, or related field
• Two (2) continuous years of recent and verifiable work experience in a legislative body/public agency or equivalent advisory body, including handling regulations, noticing, following parliamentary procedure and writing agendas and minutes
• Four (4) years of increasingly responsible administrative support experience, preferably in a legislative body/public agency

Substitution: A baccalaureate degree from an accredited college or university in English, Public Administration, Journalism, Political Science, Business Administration, Urban Studies, or related field may be substituted for two (2) years of the secretarial/administrative experience.

To be successful as an employee of the TJPA you will also:
• Have a passion for our mission
• Be an innovative and creative thinker
• Have a very high level of personal and professional integrity and trustworthiness
• Have a strong work ethic
• Work well both independently and as part of a team
• Thrive in a fast-paced environment

Compensation
Salary is negotiable dependent upon qualifications and experience. The pay range for this position is $101,920.00 - $153,920.00. A comprehensive benefits package includes medical, dental, vision, life insurance, CalPERS retirement plan, initially 12 days per year vacation, 10 holidays, 12 days per year sick leave, and up to 5 days per year administrative leave.

Application Process
Send a cover letter and resume via e-mail to Nila Gonzales, ngonzales@tjpa.org, or via mail to 425 Mission Street, Suite 250, San Francisco, CA 94105. The successful candidate will be required to pass a background and credit check.

Equal Employment Opportunity
The TJPA is an equal opportunity employer, and we value workplace diversity. We invite resumes from all interested parties, including minorities, women, veterans, and persons with disabilities.

More information about the TJPA can be found at www.tjpa.org