



# Administrative Assistant

\$18.00 - \$20.00 per hour (depending on experience)  
Part-time + Excellent Benefits

Application Deadline: Taking applications until position is filled

## ***ABOUT OUR ORGANIZATION***

Butte County Association of Governments (BCAG) is the Metropolitan Planning Organization/Regional Transportation Planning Agency for Butte County and exists under a Joint Powers Agreement between the County of Butte, Cities of Biggs, Chico, Gridley, Oroville and the Town of Paradise.

BCAG is the administrator and operator for Butte Regional Transit, the "B-Line"; a consolidated public transit system providing fixed route and paratransit service for the county, cities and town.

The staff at BCAG is innovative, forward thinking and efficient in serving the public and in striving to complete projects on time. The office environment is team-oriented with an open and friendly atmosphere.

## ***GENERAL DESCRIPTION OF THE POSITION'S FUNCTION & PURPOSE***

The Administrative Assistant performs administrative and clerical duties for the BCAG front office and Butte Regional Transit, (B-Line). This position provides direct staff support to the Executive Director, Deputy Director, Programming and Planning staff and is under the supervision of the Human Resources Manager.

## ***ESSENTIAL JOB FUNCTIONS***

**Customer Service:** Provide excellent customer assistance and perform administrative tasks for the B-Line transit system and BCAG, communicate transit policies effectively and maintain courteous relations with other agencies and the public, process paratransit eligibility applications, bus ticket orders, payments, and mailings. Provide assistance with the B-Line bus schedule, routes and general transit questions.

**Clerk of the BCAG Board of Directors:** This position serves as the Clerk for the BCAG Board of Directors and is responsible for putting staff memos together to prepare agendas, minutes, summaries, eNewsletters, notices, board memos and emails, internet postings, distributing monthly board meeting packets, maintaining board files and annual filings of Form 700's. BCAG Board meetings take place on the 4<sup>th</sup> Thursday of the month at 9:00 am and last about an hour on average.

Accounting: Work with the Account Clerk and Chief Fiscal Officer maintaining accounts payable, accounts receivable, monthly invoicing, sales reports and deposits for BCAG and B-Line. Provide assistance with procedures, processes, audits, etc. as needed.

Office: Answer phone calls for BCAG and B-Line, direct visitors, schedule meetings, maintain calendars, contacts and email distribution lists. Coordinates with Human Resources Manager on issues of office maintenance and repair, procedures, processes and ordering office supplies.

Monitor & update internet postings on BCAG and B-Line's websites, organize and keep files for BCAG, maintains electronic files and scanning through Laserfiche software. End of fiscal year close-out, begin new fiscal year work elements and files.

Placement and tracking of legal publications and public notices in local newspapers; monitor budget and track advertising costs for both BCAG and B-Line.

Special project assistance as needed; including assisting with luncheon orders for meetings, project management and provide staff support on an as needed basis. Provides assistance and input for proofreading documents, reports and advertisements ready to print or mail.

### ***KNOWLEDGE/SKILLS REQUIRED***

Ability to efficiently manage multiple responsibilities and assignments and to work cooperatively with other staff and the public. Knowledge of modern office practices, policies and procedures. Excellent working knowledge of Microsoft Office including, Word, Excel, Outlook, and the internet. Must have the ability to type 55 WPM, have good grammar and ability to communicate effectively with others. Experience in general bookkeeping and accounting a plus.

Must possess excellent organizational skills, attention to detail and be able to handle multiple projects and assignments of moderate difficulty.

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are not limited to any combination of the above tasks. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills and demands.

### ***ENVIRONMENT (physical requirements, work environment)***

Ability to work in a standard office environment; requires physical operation of general office equipment and computers. The employee may be required to push, pull, lift, and/or carry up to 30 pounds. The noise level in the work environment is usually moderately quiet.

## **QUALIFICATIONS – minimum required (education, experience, other)**

High School graduation or equivalent and one (1) or more years of increasingly responsible experience in an administrative capacity required. Possession of a Bachelor's degree is preferred however, not required. A valid California driver's license is required prior to employment.

## **Retirement Benefits**

- ✓ Retirement benefits through CalPERS (2% @ 55) or (2% @ 62)
  - *Note: Reform changes were made as of January 1, 2013. Plan and employee contribution dependent on any prior qualifying employment.*
- ✓ BCAG does not pay into the Social Security Program
- ✓ ICMA 457 deferred compensation plan

## **Health Benefits – part-time positions included**

BCAG currently pays 90% of provided health benefits:

- ✓ Medical benefits offered through CalPERS Health, choice of plans include: Blueshield HMO, PERS Choice PPO or PERS Care PPO; effective 1<sup>st</sup> of the month following date of hire.
- ✓ Dental benefits through Premier Access, begins 30 days following date of hire.
- ✓ Vision benefits through Medical Eye Services begins 30 days following date of hire.
- ✓ Group Life Insurance through Principal, \$50,000 per employee (paid by BCAG).
- ✓ Section 125 Flex Spending Cafeteria Plan available for out-of-pocket eligible health care and dependent care expenses.

## **Holidays, Vacation & Sick Leave**

Twelve paid holidays and one floating personal holiday per calendar year

Twelve days accrued paid sick leave per year

For service of 1-3 years, two weeks of vacation are accrued annually

For service of 4-9 years, three weeks of vacation are accrued annually

For service of 10-14 years, four weeks of vacation are accrued annually

For service of 15 + years, five weeks of vacation are accrued annually

For service of 20 + years, six weeks of vacation are accrued annually

### **BCAG is an Equal Opportunity Employer**

BCAG does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status.