

ADMINISTRATIVE COORDINATOR

STATUS: Non-Exempt

SALARY: \$70,000 - \$105,000 per year
(\$33.66 - \$50.49 per hour)**SUMMARY**

Under general direction of the Executive Administrative Coordinator and responsible to the Director of Administration, EEO, the Administrative Coordinator provides high level, technical administrative support and leads in planning, organizing, and directing the administrative related activities of the agency. Administrative Coordinator leads board and committee meeting coordination, a variety of data gathering, analysis and program duties coordination. This is accomplished by tracking, recording and reporting information, preparing documents and correspondence, and maintaining records.

The Coordinator level is distinguished from the first level (Administrative Assistant I and II) by performance of a full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and maintain awareness of the operating procedures and policies of the work unit. Incumbents may assume specialized responsibility. Duties may vary based upon the department to which assigned; however, all positions require the ability to understand, apply, and provide fundamental and highly technical administrative support.

Positions at the Coordinator level are typically filled by advancement from the Assistant level, after gaining the knowledge, skill, and experience which meet the minimum qualifications for and after demonstrating the ability to perform the work of the higher-level class.

REPRESENTATIVE DUTIES

This list is intended to indicate the general nature and level of work performed by employees within this classification and is not designed to be interpreted as an exhaustive listing of all tasks required of employees assigned to this job.

REPRESENTATIVE DUTIES IN ALL ASSIGNMENTS:

1. Provide administrative support to the Administrative Coordinator, Director of Administration, EEO, other executive members and/or middle-manager group as required.
2. Lead in tracking, filing, preparing and/or reviewing San Joaquin Regional Rail Commission (SJRRRC) and San Joaquin Joint Powers Authority (SJJPA) Board and Committee related documents including but not limited to briefing materials, correspondence, meeting agendas, staff reports, resolutions, meeting minutes, roll call sheets, vote sheets, powerpoint presentations, Oaths of Office, letterhead, and Board and Committee directories.
3. Lead in preparing and setting up for board and committee meetings and other meetings, whether in person or remote, as required, to include setup of electronic devices, audio and visual.
4. Play an active support role during board and committee meetings by sharing computer screen, monitoring and reading aloud public comments, enabling and disabling webcams, and gathering signatures from Chairperson on resolutions.
5. Lead in reviewing, analyzing, tracking and responding to Public Records Act (PRA) requests in accordance with the California PRA.
6. Research and analyze administrative policies, procedures and other administrative matters; determine impact upon the Agency; prepare reports; recommend alternative policies and procedures, develop policies and procedures for approval.
7. Prepare job descriptions as required.
8. Prepare correspondence.
9. Prepare requisitions, and gather information and quotes required for agency purchases in accordance with established guidelines and SJRRRC's procurement process.
10. Track receipt of and file Certificates of Completion with San Joaquin County Registrar of Voters for Statements of Economic Interest (Form 700's) received.
11. Meet with newly appointed board and committee members to administer Oaths of Office.
12. Lead in recordkeeping and gathering information from numerous departments for annual property and casualty insurance program renewals.
13. May prepare training materials, in written and video form, and provide training to agency staff.
14. May assist and work in coordination with legal counsel in responding to claims.
15. Participate in budget development, monitoring and reporting.
16. Ensure confidentiality of agency records and information.

17. Provide training to lower level Administrative staff and staff in other departments.
18. Perform some and/or all Administrative Assistant I and II duties.
19. Perform other duties as assigned or required.

QUALIFICATION GUIDE

Knowledge of:

- Basic computer software, Adobe Pro, virtual meeting platforms, office machines, office filing systems and record keeping procedures.
- Principles, practices, methods and techniques of public administration and management including organization, budgeting, purchasing and personnel administration; methods and techniques of organizing work efficiently.
- English grammar, punctuation, spelling, and usage.
- Basic math.
- General methods of tactful public communication.

Ability to:

- Must demonstrate proficiency in Microsoft Office Suite, including but not limited to Outlook, Word, Excel, PowerPoint, OneDrive and Sharepoint.
- Demonstrate proficiency in use of technology, to include set up of electronic devices for meetings, such as webcams, microphones, projector, telecom, and screen sharing.
- Demonstrate excellent business writing skills.
- Communicate effectively with stakeholders, the public, consultants, employees and others.
- Maintain confidentiality.
- Operate postage machine, calculators, typewriters, computers and any other related office equipment.
- Analyze and solve problems.
- Exercise sound independent judgement within established guidelines.
- Understand and follow detailed instructions.
- Change priorities with short notice.

EDUCATION AND EXPERIENCE

Education:

- Minimum of an associate degree or the equivalent is highly desired. Bachelor's degree is preferred.

Experience:

- Minimum of four (4) years of increasingly responsible experience performing similar work in a closely related field. Experience in a public agency, board meeting and board briefing materials preparation is highly desirable.

WORKING CONDITIONS/PHYSICAL ACTIVITIES

(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job.)

Positions in this class typically require:

- Work may be performed in a stressful, fast-paced office, shop and field environment, depending upon assignment.
- Ability to understand verbal communication and to respond effectively.
- Reaching, grasping, feeling, talking, hearing, seeing, climbing stairs, frequent lifting of 5-30 pounds and occasionally 30-70 pounds, and repetitive motions in computer use.
- Walking, standing and/or sitting for long periods of time.
- May be exposed to distracting/uncomfortable noise levels, dust, fumes, odors, gases, grease, moving vehicles, computer screens and/or various inclement outdoor weather conditions for long periods of time.

Positions in this class may also include these factors:

- Hazardous physical conditions.
- Intense noise.
- Travel.

OTHER REQUIREMENTS

- Must possess and maintain a valid driver's license.
- Frequent driving within the ACE and San Joaquin Corridors.
- Maintain availability to work early mornings and evenings for board and committee meeting preparations.

San Joaquin Regional Rail Commission (SJRRRC) has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

SJRRRC is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

SELECTION PROCESS

SJRRRC seeks to employ persons whose backgrounds and abilities enhance the diversity of the demographics of the community it serves. The selection process is based on merit, and shall extend to all candidates a fair, impartial examination of qualifications based on job-related criteria.

Applicants best matching the requirements of the position will be invited to take an assessment, if applicable, and initial interview. Applicants successful in the assessment and initial interview may be asked to return for additional interviews as warranted. Candidate will be required to successfully complete a drug and alcohol test, background report and physical examination prior to appointment. All offers of employment are conditional and may be rescinded upon receipt of the results of a drug and alcohol test, background report, and/or physical examination.

Additional Employment Information

TO APPLY

To view current employment opportunities or to apply, please click on the following link:

[Job Listings - San Joaquin Regional Rail Commission \(applicantpro.com\)](https://applicantpro.com)

Applicants must submit both a resume and employment application to be considered. Applications may be downloaded from the SJRRC website at www.sjrrc.com or picked up from the address below. Resumes and employment applications may be submitted by email to hr@acerail.com or mailed to:

San Joaquin Regional Rail Commission
Attn: Human Resources
949 East Channel Street
Stockton, CA 95202

SJRRC is an Equal Employment Opportunity (EEO) Employer. Click [here](#) to view SJRRC's EEO Policy Statement.

For more information about SJRRC, please visit www.sjrrc.com.

For more information about ACE, please visit www.acerail.com.

For more information about SJJPA, please visit www.sjjpa.com.

For more information about Amtrak San Joaquins, please visit www.amtraksanjoaquins.com.

GENERAL EMPLOYEE BENEFITS PACKAGE

San Joaquin Regional Rail Commission (Rail Commission) offers an attractive benefits package, including:

Retirement: The Rail Commission contributes the equivalent of 15% of all regular full-time employee's base salary to a defined contribution plan (401(a); five-year vesting program.

Deferred Compensation: All regular full-time employees may contribute a portion of their salary on a tax-deferred basis to a defined contribution plan (457), up to the maximum allowable under IRS rules.

Medical Insurance: Employees have the choice of PPO or HMO plans. The Commission pays 100% of the employee coverage and 70% of eligible dependent coverage.

Vision Insurance: PPO Plan. The Commission pays 100% of the employee coverage and 70% of eligible dependent coverage.

Dental Insurance: PPO Plan. The Rail Commission pays 100% of the employee coverage and 70% of eligible dependent coverage.

Life Insurance: 100% of base salary up to \$200,000 of coverage paid for by the Rail Commission. Employee pays 100% of dependent life. Employee Basic Life benefit is reduced to 35% at Age 65 and 15% at Age 70.

AD&D: The Rail Commission pays 100% of premium for employee.

Long-Term Disability: The Commission pays 100% of premium for employee.

Supplemental Benefits: Supplemental benefits are offered through Allstate and are paid 100% by employee.

GENERAL EMPLOYEE BENEFITS PACKAGE

Vacation:

All regular full-time employees accrue vacation based on their continuous length of service, measured from date of hire and on the following schedule:

Date of hire through the 4 th year	10 days
5 th year through 9 th year	15 days
10 th year through 15 th year	20 days
16 th year and thereafter	25 days

Holidays: 10 paid regular holidays per year. 4 paid floating holidays per year accrued at the rate of one (1) day per fiscal quarter. Floating holidays may be accumulated up to a maximum of six (6) days.

Sick Leave: 12 days per year.

Employee Assistance Program (EAP): The Rail Commission has an Employee Assistance Program (EAP) available to all employees at no cost.