

EXECUTIVE ASSISTANT

San Bernardino County Transportation Authority

\$56,097.00 - \$84,146.00

Under general supervision, performs a variety of administrative support duties of considerable complexity requiring thorough knowledge of SBCTA, its operations, and applicable policies and procedures; provides administrative, project, and program support and coordination to the Clerk of the Board/Administrative Manager, one or more senior management staff, SBCTA policy committees, and/or administrative/professional staff; serves as secretary to SBCTA's Board Policy Committees and/or other assigned Board or regional committees; and performs related as assigned.

Minimum Qualifications Education and/or Experience: Equivalent to the completion of the twelfth (12th) grade and five (5) years of increasingly responsible administrative support, preferably at a public sector agency. Requires possession of a valid California Driver's License, a satisfactory driving record, and a properly registered and insured vehicle, to be maintained throughout employment.

Qualified individuals high recommended to apply. Visit our web site at <https://www.governmentjobs.com/careers/sbcta> for more information and to apply. "An equal opportunity employer."