



Administrative Assistant – The Napa County Transportation and Planning Agency is seeking a full-time Administrative Assistant to perform a wide range of clerical duties. Proficient in MS Office mandatory, Bi-Lingual preferred. Salary range DOE. Please submit cover letter and résumé to: NCTPA Human Resources, 707 Randolph Street, Suite 100, Napa CA 94559 by 5:00 p.m. December 18, 2008. Full job description and benefits available at www.nctpa.net.



NCTPA Title: ADMINISTRATIVE ASSISTANT
Salary Group: Non-Management
FSLA: Non-Exempt
Salary Range: \$35,087.29 - \$41,468.75 Annually

JOB DESCRIPTION

Incumbent is responsible for performing a wide variety of complex, responsible and confidential secretarial and administrative duties for agency personnel.

PERFORMANCE STANDARD

Perform assigned duties with only occasional instruction or assistance. Independent judgment is required to when and how established procedures or guidelines are to be applied. Significant deviations from established procedures require prior approval. Performance requires the application of knowledge of departmental policies and practices.

CORE DUTIES:

FRONT OFFICE

- ✓ Performs a wide variety of complex, responsible and confidential secretarial and administrative duties for management personnel in accordance with agency Office Policies and Procedures
- ✓ Performs clerical duties related to department activities such as typing, filing and distributing mail
- ✓ Screens calls, visitors and mail
- ✓ Responds to moderately complex requests for information
- ✓ Interprets and explains agency policies, rules and regulations in response to inquiries
- ✓ Refers inquiries as appropriate
- ✓ Coordinates and makes travel arrangements
- ✓ Maintains appointment schedules and calendars
- ✓ Arranges meetings and conferences
- ✓ Establishes and maintains positive working relationships with coworkers, other agency employees and the public using principles of good customer service

COMMITTEE SUPPORT

- ✓ Attends and participates in committees, task forces and other public forums as requested
- ✓ Assists in the support of a board or committees including preparing the agenda, assembling background materials and typing minutes of meetings for Technical Advisory Committee (TAC); Paratransit Coordinating Council (PCC); VINE Consumer Advisory Committee (VCAC) and any committee established in accordance with NCTPA Policies and Procedures

CORRESPONDENCE

- ✓ Independently responds to letters and general correspondence not requiring the attention of management personnel
- ✓ Assists and coordinates with Personnel on recruitment activities
- ✓ Recommends organization or procedural changes affecting administrative activities

PURCHASING AND INVENTORY

- ✓ Orders and purchases supplies for the department in accordance with NCTPA Procurement Manual
- ✓ Participates and assists in the administration of the agency budget
- ✓ Maintains records and files regarding department administrative activities
- ✓ Researches, compiles and analyzes data for special projects and various reports
- ✓ Initiates and maintains a variety of files and records

Performs related duties as assigned

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)

NON-MANAGEMENT CLASSIFIED EMPLOYEES

THESE BENEFITS DO NOT APPLY TO EXTRA HELP POSITIONS

SALARY - Salaries are based on a five-step range. Appointments are usually made at the beginning step with advances occurring at six months and the completion of each year thereafter. Salary rates are reviewed annually.

VACATION - Twelve to twenty-six days of vacation annually based on years of services.

HOLIDAYS - Employees receive an average of eleven paid holidays per year as prescribed in the Memorandum of Understanding.

SICK LEAVE - Twelve days earned per year with unlimited accrual.

HEALTH INSURANCE - NCTPA contributes a significant portion of the premium to employees and their dependents. The medical plans currently being offered include:

- ❖ CalPers Kaiser
- ❖ CalPers Blue Shield
- ❖ PersChoice - PPO
- ❖ PersCare - PPO
- ❖ PersSelect - PPO

DENTAL INSURANCE - The NCTPA offers Delta Dental Premiere dental plan with NCTPA paying the premium for the employee and their dependents.

VISION - NCTPA offers a vision plan through Medical Eye Services with the premium paid by the employee.

LIFE INSURANCE - Equal to one times annual salary (NCTPA paid) with option to purchase additional insurance.

DEFERRED COMPENSATION - NCTPA offers a 457 plan.

RETIREMENT - NCTPA participates in the California Public Employees' Retirement System (CalPERS), and individual employee participation is mandatory. The current Retirement formula is 2.5% at 55.

PERSONAL LEAVE - 19 hours credited during the first pay period of the fiscal year (prorated based on date of hire).

PART-TIME - Vacation, holidays, personal leave, health benefit premiums, and sick leave are prorated for part-time employees.

EAP - NCTPA offers an Employee Assistance Program.