



**METROPOLITAN
TRANSPORTATION
COMMISSION**

EXECUTIVE ADMINISTRATIVE SUPERVISOR

Metropolitan Transportation Commission (MTC)

San Francisco, CA

Salary: \$116,726.69 - \$148,037.76 Annually

An Executive Administrative Supervisor is expected to oversee and perform the full range of more complex executive office and administrative support duties, including keeping the executive office running smoothly; organization and coordination of the work of the Executive Administrative Assistants; supervision of the calendars for the Executive Team (Executive Director, Chief Deputy Executive Director, Chief Operations Officer, and Deputy Executive Directors); administration of key contact information and complex appointment and travel scheduling. The individual in this position will perform sensitive and confidential analytical and administrative support functions and supervise the two (2) Executive Admins in the Executive Office. This position also requires attention to detail and high-level writing skills. You will be required to author, revise and edit documents that should be of the highest professional capacity.

Education: A Bachelor's degree in an appropriate field related to the area of assignment, such as transportation planning, project management, public finance, transportation engineering, economics, business or public administration. A Master's degree is desirable.

Experience: Two years of increasingly responsible experience in an appropriate field related to the area of assignment. Preferred Experience: Five (5) years of increasingly responsible professional administrative experience, including two years of experience serving as an executive assistant, preferably in a government agency.

This job posting will remain open until a qualified pool of applicants is established. First review of applications will occur on Monday, October 30, 2023. If you are interested, please apply immediately. A resume and cover letter are not required with your application, but highly encouraged.

<https://www.governmentjobs.com/careers/mtcca>