



## **ADMINISTRATOR-FISCAL OFFICER**

Amador County Transportation Commission

Amador County, CA

Salary: Negotiable upon qualifications

The Amador County Transportation Commission (ACTC) Administrator works under the direction of the ACTC Executive Director and, with assistance from auditors and legal counsel, is responsible for maintaining the Commission's complex accounting system. The Administrator, with help from the Administrative Assistant, is also responsible to perform and oversee a variety of complex and administrative, staff, and office management duties for the ACTC.

The employee must possess a valid California driver's license and have a satisfactory driving record. The employee will be subject to a performance evaluation after six months, one year, and annually thereafter. This is an "at will" job position, meaning the employment may be terminated with or without cause by the Executive Director or the ACTC at any time. The person being considered for hire for this position may be subject to a background check (criminal and civil records).

A job application and instructions for submittal can be found on our website ([www.actc-amador.org](http://www.actc-amador.org)) or call (209) 267-2282. Closing date to submit applications is 12:00 pm, May 3, 2024.