

EXECUTIVE ASSISTANT

San Bernardino County Transportation Authority

\$57,780.00 - \$86,670.00

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.

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 www.gosbcta.com for more information and to apply. "An equal opportunity employer."