



METROPOLITAN TRANSPORTATION COMMISSION
invites applications for the position of:

BAHFA Executive Assistant

An Equal Opportunity Employer

SALARY: \$38.77 - \$49.17 Hourly
\$6,720.05 - \$8,522.64 Monthly
\$80,640.56 - \$102,271.73 Annually

OPENING DATE: 04/04/22

CLOSING DATE: 05/01/22 11:59 PM

DESCRIPTION:

DEADLINE TO APPLY IS SUNDAY, MAY 1, 2022 AT 11:59 PM
IF YOU ARE INTERESTED, PLEASE APPLY IMMEDIATELY

A resume and cover letter are not required with your application, but highly encouraged

THIS IS A TIME-LIMITED POSITION TO END ON JUNE 30, 2026

Be ready to rethink your assumptions about the public sector. Flexible hours? Flexible work location? A beautiful, well-located, high amenity building for on-site work? Yes, yes, and yes!

The Metropolitan Transportation Commission (MTC) is the transportation planning, financing and coordinating agency for the nine-county San Francisco Bay Area. For more information about MTC, visit www.mtc.ca.gov.

The Executive Assistant is expected to perform the full range of complex office and administrative support duties for the Bay Area Housing Finance Authority (BAHFA), a new Section of MTC focused on advancing the "3 Ps": tenant protection, affordable housing preservation, and new housing production. These duties will include organizational and coordination assistance for the BAHFA Director; maintenance of the BAHFA Director's calendar; broader appointment management and travel scheduling for the Section; coordination and liaison work with key stakeholders and housing groups; production assistance for various types of documents, including written memoranda, presentation briefs, and graphics and quantitative summaries; and, in collaboration with MTC's clerk functions, coordination of internal document review and approvals processes to relevant committees, commissions, and other governance entities.

The individual in this position will perform sensitive and confidential secretarial, analytical, and administrative support functions, including participation as author, editor, and/or graphic designer of documents that must withstand vigorous scrutiny and be of the highest professional quality. This position interacts with MTC and the Association of Bay Area Governments (ABAG) commissioners and board members, government officials, business and community leaders, and with all MTC/ABAG staff.

Successful candidates must have the ability to communicate with tact and discretion, and maintain confidentiality, all of which are critical to this position. The ideal candidate also brings a passion for addressing the Bay Area's affordable housing needs and an ability to deploy that passion as part of a fast-paced, new team working within a larger public sector agency.

All employees at MTC are classified as Disaster Services Workers.

SKILLS AND ABILITIES:

The ideal candidate will have the following knowledge, skills and abilities:

Knowledge of:

- Administrative protocol of an executive office
- Complex scheduling and meeting coordination
- Computer applications, including word processing, spreadsheets, data entry, database administration, and standard report generation
- Office and administrative policies and procedures
- Business math and procedures affecting budgeting, purchasing, expense monitoring, and time reporting
- Business letter writing, including the standard format for typed materials and presentation preparation
- Data analysis and interpretation
- Applicable federal, state and local laws and codes
- Methods and techniques for record keeping and filing
- Proper English, spelling, and grammar

Skill to:

- Effectively operate office equipment, including computers and ancillary hardware, mobile devices, meeting room presentation equipment, and phone systems
- Manage shared file keeping and collaboration systems and shared calendaring programs
- Manage MS Outlook calendars for the BAHFA Director and other staff within the Section
- Expertly deploy a variety of software applications including Microsoft Word, Excel, PowerPoint, SharePoint, as well as database and document management software systems, and communication tools such as email and texting
- Create strong graphic representations of BAHFA's work product that enhance presentational effect (especially, e.g., PowerPoint documents)

Ability to:

- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships
- Communicate with poise and tact, and maintain strict confidentiality
- Collaborate with colleagues and external stakeholders in a team- and solutions-oriented way
- Organize tasks and responsibilities, work independently, and be a self-starter
- Meet critical deadlines
- Keep accurate records
- Use applicable office terminology, forms, documents, and procedures in the course of work
- Work with executives, MTC Commissioners and ABAG governing board members, and staff at all levels
- Read, interpret, and record data accurately
- Perform mathematical calculations quickly and accurately
- Read, understand, and review documents for accuracy and relevant information
- Learn more complex principles, practices, techniques, and regulations pertaining to assigned duties
- Analyze situations and identify an effective course of action or response to solve inquiries, problems, or complaints

MINIMUM QUALIFICATIONS:

An appropriate combination of education and experience that has provided the required knowledge, skills and abilities is qualifying. A typical way of obtaining the required qualifications is:

Education: High School diploma or GED; and

Experience: Two years of experience equivalent to that of an Executive Assistant I in MTC, or six years of progressively responsible secretarial or office administrative experience, including two years of experience serving as an Executive Assistant, preferably in a government agency.

License/Certificate: Possession of a valid California Class C driver's license and a safe driving record, or the ability to provide alternate transportation which is approved by the appointing authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the supervision of the BAHFA Director, specific assignments and responsibilities include, but are not limited to, the following:

Business Support Tasks and Duties

- Writing memo briefers for meetings and agenda items
- Composing, editing, and/or routing for approval a variety of letters, reports, forms, and other documents
- Assistance with correspondence including filing
- Coordinating email and snail mail with the BAHFA Director to identify priorities
- Interacting with government officials, commissioners, representatives from business and community organizations, the public, and all levels of personnel
- Maintaining and updating BAHFA Director's contact lists and databases, including membership tracking of relevant committees and commissions
- General relationship management
- Tracking of external financial opportunities and inquiries for BAHFA
- Materials tracking, routing, and filing
- Screening calls and visitors, and referring inquiries as appropriate
- Handling all travel details and training events for BAHFA Director and other Section staff, and providing back-up for the Clerks of the Commission and ABAG Board when setting up travel
- Providing administrative support to the Commission Secretary and the ABAG Board Secretary as needed
- Coordinating work with MTC/ABAG leaders, supervisors, and staff
- Monitoring expenditures and purchasing activities; preparing purchase orders, receiving, recording and tracking invoices
- Responding to complaints and requests for information
- Understanding and following MTC/ABAG policies, rules and regulations and, when appropriate, seeking clarification on policies and procedures
- Assisting with and/or administering special projects
- Coordinating specific projects, including fostering cooperative working relationships with civic groups, inter-governmental agencies and agency staff

Scheduling, Meeting and Travel Support Tasks and Duties

- Manage complex calendar for the BAHFA Director; assist with other BAHFA staff's calendaring
- Meeting preparation and support
- Arranging and coordinating teleconference meetings and uploading materials to calendars
- Scheduling local transportation within Bay Area for the BAHFA Director
- Attending Commission and committee meetings if necessary
- Collaborating with Commission Secretary, Clerks, Section Administrators, and Legal Assistant to oversee the coordination of activities that interact with all levels of MTC/ABAG
- Making travel arrangements and conference reservations
- Assisting with logistics for meetings, conferences, and civic functions
- Performing other job-related duties as needed or assigned by the Section

THIS POSITION IS TIME-LIMITED THROUGH JUNE 2026.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.mtc.ca.gov>

Job #607
BAHFA EXECUTIVE ASSISTANT
JK

OUR OFFICE IS LOCATED AT:
375 Beale Street, Suite 800

San Francisco, CA 94105
415-778-6700

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BAHFA Executive Assistant Supplemental Questionnaire

- * 1. Please describe, as applicable, work settings where you managed diverse stakeholders, large volumes of information and rigid deadlines.

- * 2. Please describe a difficult work conflict or problem you were able to resolve. What was the core of the conflict? How did you approach resolution? What was the final outcome?

- * 3. Please describe anything in your work history and/or background that makes working at the Bay Area Housing Finance Authority and MTC/ABAG particularly compelling, including, as applicable, any housing-related experience or interest you may have.

- * 4. I understand that this is a time-limited position that will end on June 30, 2026, and I am still interested in being considered.
 Yes No

* Required Question