



Fresno County Rural Transit Agency

2035 Tulare Street, Suite 201, Fresno, CA 93721
tel 559-233-6789 Fax 559-233-9645
www.ruraltransit.org

Office Manager

Employer: Fresno County Rural Transit Agency (FCRTA)

Job Type: Full Time, Permanent

Location: Selma, CA

Schedule: Monday – Friday, 8am-5pm

Salary: \$65,000-\$85,000

JOB DESCRIPTION

Under general direction, performs a variety of administrative duties in support of FCRTA; oversees daily administrative and clerical tasks, ensuring smooth office operations. Responsibilities include managing the office building, office supplies, coordinating meetings, supervising administrative staff, and maintaining records. They also handle correspondence, manage budgets, and ensure compliance with safety and security procedures.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Oversees and manages the office building including office supplies, janitorial contract, landscaping contract and other associated building maintenance
- Performs a variety of office and administrative tasks and assisting with duties of a varied, complex, confidential, and sensitive nature; organizes and carries out administrative assignments, including researching, compiling, and organizing information and data from various sources on specialized topics related to transit programs and activities; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Performs general office administrative functions of FCRTA; attends to a variety of office administrative details, such as keeping informed of FCRTA activities, updating the website, maintaining files, purchasing supplies, and arranging for purchase of office equipment.
- Coordinates and schedules meeting as needed; prepares meeting agendas and gathers information for the agenda items; assembles and distributes meeting packets, meeting records, and all enclosures for meetings; attends meetings and takes minutes; transcribe minutes; prepares, publishes, distributes and posts legal and informational notices.

- Develops, composes, types, edits, and proofreads a variety of complex documents for the General Manager and staff.
- Designs and implements file, index, tracking, and record-keeping systems.
- Maintains calendars and makes meeting arrangements; schedules meetings between staff, and other groups or organizations; arranges for necessary set-up and materials to be available at meetings; may coordinate travel arrangements and accommodations.
- Assists with or administers assigned FCRTA projects and programs; provides assistance to staff in various research-related projects.
- Operates standard office equipment, including job-related computer hardware and software applications, equipment, and multi-line telephones; may operate other department-specific equipment.
- Attend and or assist with preparation at meetings such as FCRTA Board meeting, committee meetings or other related activities.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Principles, practices, and procedures related to public agency record keeping, including legal requirements for recording, retention, storage, and disclosure.
- Organization and function of public agencies, including the role of an elected and appointed councils, boards, and commissions.
- Terminology and practices of financial and accounting document processing and record keeping, including accounts payable and accounts receivable.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of data collection and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Business mathematics and basic statistical techniques.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing FCRTA in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and FCRTA staff

Ability to:

- Maintain confidentiality and be discreet in handling and processing confidential information and data.

- Perform responsible administrative support work with accuracy, speed, and general supervision.
- Provide varied and responsible office administrative work requiring the use of tact and discretion.
- Perform detailed accounting and financial office support work accurately and in a timely manner.
- Understand the organization and operation of FCRTA and their relation to other agencies as necessary to assume assigned responsibilities.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Compose correspondence and reports independently or from brief instructions.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with co-workers and peers.
- Exercise sound judgment throughout the course of performing work duties, especially when handling sensitive information or interacting with difficult individuals.
- Prepare reports and compile statistical data.
- Operate standard office equipment including computers, copiers, and printers.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education

Possession of a Bachelor's degree in related field.

Experience

Minimum of three (3) years of work experience in an office management or related position.

How to Apply:

Submit a cover letter with a detailed resume, contact information (include email address for contact if possible) and references to:

Janelle Del Campo, Deputy Director
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 Fresno, CA 93721
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