



## **ADMINISTRATIVE ASSISTANT - Special Transportation Services**

**\$3130 - \$4183 PER MONTH PLUS GREAT BENEFITS**

**Apply Immediately - Recruitment may be closed at any time without notice.**

**THE JOB:** OMNITRANS, provider of public mass transit for the San Bernardino Valley in Southern California is seeking a highly skilled professional to join our award winning team. Omnitrans is a great place to work; we are located close to the mountains, the desert, and beaches of Southern California and offer a vast array of recreation, quality schools and affordable housing. This individual will be responsible for assisting the STS Director in daily activities including phone answering, staying current on recent trends in the fields of transit, special needs, and human services, event planning, social media, and various other administrative duties. The following duties are standard for this position (the omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification):

- Answers telephones and assist callers with information about transportation options offered by the agency and partner agencies
- Organizes and schedules the distribution of monthly electronic newsletter.
- Maintains social media accounts (Twitter & Facebook).
- Assists in daily accounting tasks including receiving payments and entering transactions.
- Enters client data into electronic data management system.
- Attends meetings and delivers oral presentations about the programs offered.
- Assists in the planning of organization events and/or campaigns
- Performs other duties as required.

**THE REQUIREMENTS:** The Candidate selected will possess a High school diploma or general education degree (GED); minimum of 2 years of customer service, nonprofit, administrative or other relatable experience, and be **Bi-lingual – fluent in Spanish and English required**. Candidates must possess a valid California driver's license with a good driving record. The selected individual will have work experience using QuickBooks or other accounting software as well as using social media and other web-based applications as marketing tools. This individual will also possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations; write reports, business correspondence and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public; be familiar with current business office operating systems, software and programs; use computers, planning and organizational skills are required.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, and talk or hear, and use hands to finger, handle or feel. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.

**THE SELECTION PROCESS:** Candidates will be screened for relevant qualifying experience that consists of an evaluation of education and experience as described on the fully completed application. The ***most competitively qualified candidates*** will be invited to participate in the selection process. The selection process may include a combination of written, performance, and oral examinations. All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug test and a criminal background investigation, which will include Life Scan fingerprinting. For further information about this exciting career opportunity, please visit our website at <http://www.omnitrans.org/about/jobs.asp>. We are unable to accept resumes in lieu of a fully completed application but one may be attached. Applications can be obtained at Omnitrans, 1700 W. 5<sup>th</sup> St., San Bernardino, CA.

***EEO/AA including Protected Veterans and Individuals with Disabilities.***

***Req #932 - 10/17***