



**Executive Assistant/Clerk of the Board**  
**Full-Time Exempt Position**  
**Salary Range \$6,905.15 to \$8,434.32 per month**

*Open Until Filled*  
*1<sup>st</sup> review of applications - May 10, 2021*

**ABOUT THE ORGANIZATION:**

The Transportation Authority of Marin (TAM) is comprised of Marin's 11 cities and towns and the County of Marin. The TAM Board of Commissioners includes the five members of the County Board of Supervisors and an elected official from each city and town. TAM administers the expenditure plans for Measure A, the 20-year 1/2-cent Transportation Sales Tax, Measure AA, the 30-year extension of Measure A, and Measure B, the \$10 Vehicle Registration Fee. These revenue sources are dedicated to transportation projects and programs in Marin and were approved by the Marin voters. TAM also serves as Marin's Congestion Management Agency (CMA) and is responsible for coordinating funding for many of the transportation projects and programs in the County.

TAM plays a major role in improving the quality of life for Marin County residents and in developing and maintaining the economic vitality of our local region by funding transportation projects and programs that improve mobility, reduce congestion, and provide a transportation system with more options for those living, working, visiting, and traveling in Marin County.

**ABOUT THE POSITION:**

Under general supervision of the Executive Director and Deputy Executive Director/Chief Financial Officer (CFO), the Executive Assistant/Clerk of the Board provides administrative, operational, and programmatic support to the Authority, and serves as official clerk to the Board of Commissioners. The position involves a wide range of tasks and responsibilities, including managing the daily office operations with other administrative support staff, managing the logistics of the Authority Board and Committee meetings, providing administrative assistance to Authority elected officials and the Executive Director; assisting the public by providing information requested or directing information requests according to established procedures, and performing other duties as assigned.

**Ideal Candidate:**

The ideal candidate for the Executive Assistant/Clerk to the Board has five years of increasingly responsible office administration experience, is skilled at coordinating meetings, preparing correspondence, records management and pertinent knowledge of federal, state and local laws related to public meetings, has excellent communication and interpersonal skills, has a keen eye for detail, high standards for work product, excels in a team environment, has a positive and engaging personality, has experience working with standard office software including teleconferencing systems, and is motivated by the great professional growth and satisfaction that comes from working in a complex, public-service oriented work environment.

**Key Essential Duties and Responsibilities Include:**

- Assemble and distribute board agenda packet and comply with legal requirements regarding notification of Board members and the public.
- Provide clerk support to all regular and special Board and committee meetings, attend the meetings, ensure that Authority rules of order are followed; schedule special board or committee meetings and keep track of attendance/quorum, develop minutes, prepare memoranda to communicate significant actions to interested parties.
- Keep track of Board member terms and appointments and maintain Board and Committee rosters, prepare travel reimbursements, track and maintain AB1234 Ethics Training certifications, prepare welcome packets for new Board members and draft commendations to outgoing Board members.
- Provide quality control of draft written materials to be submitted to the Authority Board and Committees.
- Support the Executive Director with daily administrative tasks such as calendar management, arranging meetings with a variety of internal and external contacts, preparation and proofreading of correspondence, travel arrangement, reimbursement request and timesheet preparations, etc. as directed.
- Participate in a variety of office-wide functions, team meetings, conference room preparation, audio-visual set-up, office coverage, parking validations, master file maintenance, and other general administrative assistance.
- Establish and administer the Authority's writing conventions and templates used for resolutions, ordinances, contracts, agreements, agendas, Board and Committee reports, policies, correspondence, and all other formal writing.
- Prepare and handle confidential, personal, and sensitive material.
- Administer the Authority's record management policy and system and act as the official custodian of records, including the storage and retrieval of hard copy records and electronic documents, updating the records retention policy, master file and electronic file maintenance.
- Facilitate filing requirements of staff, elected officials, and consultants for the Fair Political Practices Commission, including distribution and collection of Form 700s and ensuring timely filing with the County Clerk, biennial review of the conflict-of-interest code and other required documents.
- Assist with, administer, or coordinate special projects; foster cooperative working relationships with civic groups, inter-governmental agencies, and agency staff; attend and participate in professional and community meetings.
- Develop, coordinate, and maintain effective document-flow processes, filing and record-keeping systems.
- Performs other duties as assigned.

**REQUIRED QUALIFICATIONS:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Education and Experience:**

BA/BS degree from an accredited four-year college or university in a closely related field and five (5) years of responsible administrative support or related activities including upper management support

desired; office management and supervisory experience desired; experience working for a Board of Directors, City Council or Elected Official(s) desired.

### **Licenses and Certifications**

- Possession of or ability to obtain a valid California Driver's License by the time of appointment.
- Certificate or special training as a municipal or board clerk is highly desirable.

### **BENEFITS OVERVIEW:**

- Significant TAM contributions to medical coverage for employees and eligible dependents.
- Fully paid dental and vision care benefits for employees and eligible dependents.
- CalPERS defined benefit retirement: 2.0% at 62 for new members hired after 12/31/12 and employee is responsible for payment of the employee share of the pension cost; 2.0% at 55 for classic CalPERS member and employer pays the employee contribution.
- Paid vacation, holiday, and sick leave.
- Generous short-term and long-term disability, life insurance and EAP benefits.
- 457 Deferred Compensation Plan available to employees.

### **APPLICATION AND SELECTION PROCEDURE:**

To be considered for this exciting opportunity, candidates are encouraged to submit an application packet, including a cover letter, resume and a completed supplemental questionnaire, to Helga Cotter at [hcotter@tam.ca.gov](mailto:hcotter@tam.ca.gov). Please specify "Executive Assistant-Clerk of the Board" in the subject line of the email. This job announcement along with the required supplemental questionnaire can be downloaded from TAM's website at <https://www.tam.ca.gov/working-with-us/rfpsrfqs/>.

**All required application materials must be submitted to be considered.** Inquiries may be directed to Helga Cotter at [hcotter@tam.ca.gov](mailto:hcotter@tam.ca.gov). TAM is not responsible for failure of Internet forms or e-mail in submitting your application.

The first review date for applications is May 10, 2021. All applications will be screened for completeness and possession of minimum qualifications. Qualified applications will be reviewed, and the most qualified candidates will be invited to interview. Initial interviews will take place during the week of May 17-21, 2021. Second round of interviews, if necessary, is anticipated to be on the afternoon of May 25, 2021.

**Accommodation:** *Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources by emailing Helga Cotter [hcotter@tam.ca.gov](mailto:hcotter@tam.ca.gov) with submittal of application.*

**THE TRANSPORTATION AUTHORITY OF MARIN IS AN EQUAL OPPORTUNITY EMPLOYER**