



Grass Valley • Nevada City

Nevada County • Truckee

JOB ANNOUNCEMENT

ADMINISTRATIVE SERVICES OFFICER

FLSA – Exempt

\$57,569.20 - \$70,679.96 Annually + Benefits

Application Deadline: 3 PM, February 10, 2016

About our Organization

The Nevada County Transportation Commission (NCTC) is a Regional Transportation Planning Agency (RTPA) created pursuant to Title 7.88 of the State of California Government Code, Section 67920. As the RTPA for Nevada County, the NCTC coordinates transportation planning for Grass Valley, Nevada City, Nevada County, and the Town of Truckee. NCTC is also designated as the Nevada County Airport Land Use Commission and provides staff support to the Truckee Tahoe Airport Land Use Commission.

Mission Statement

The Mission of the NCTC is to plan, communicate, and coordinate with the citizens and decision-makers of Grass Valley, Nevada City, Nevada County, the Town of Truckee and with Caltrans to identify transportation needs, propose solutions, and assist in implementing projects to create a balanced regional transportation system, while protecting the rural qualities and historic character of Nevada County.

NCTC Responsibilities

The Commission has four major areas of authority and responsibility to accomplish improvements to the overall county transportation system:

1. NCTC develops and adopts a Regional Transportation Plan (RTP), which describes policies, strategies, and facilities that exist or are proposed for future development. NCTC develops a Regional Transportation Improvement Program (RTIP), which is a multi-year program or listing of projects that are derived from the RTP.
2. NCTC administers federal, state, and local funding programs for the jurisdictions in Nevada County in accordance with federal and state statutes and regulations.
3. NCTC reviews the transportation plans and programs of member agencies and endorses them based upon their satisfaction of regional needs and the consistency of their plans or programs with adopted regional plans and policies.
4. The NCTC meetings provide a venue for the citizens of Nevada County to voice their interests and concerns regarding transportation needs.

Work Environment

The staff at NCTC takes pride in serving the public in a forward thinking and efficient manner. The office environment is team-oriented with an open and friendly atmosphere.

Administrative Services Officer

Under general supervision of the Executive Director, plans, directs, and performs all duties related to accounting, grant and contract administration; billing, budgeting, and auditing; performs other related duties as assigned.

Distinguishing Characteristics

The Administrative Services Officer is a single position supervisory class in which the incumbent is expected to perform work in all areas of accounting and human resources, and coordinate work with outside contractors. This class is distinguished from the next higher class of Executive Director in that the latter has overall administrative responsibility for the entire Agency.

Who We Are Looking For

The successful candidate must have substantial experience as an administrative services officer (see Education and Experience) in a transportation agency. This person must be motivated, organized, have a strong background in all aspects of the position, and the ability to work effectively with other staff members. To be successful in this position the candidate must have the following competencies and strengths:

- Computer literate, with comprehensive knowledge of Microsoft Office.
- Ability to learn new processes and software quickly.
- High attention to detail, with strong ability to multitask and prioritize.
- Good research skills.
- Superior organizational ability with a solid work ethic and enthusiasm.
- Excellent communication (oral and written), interpersonal skills (team oriented) and ability work without supervision.

Minimum Qualifications

Knowledge of:

- Practices and techniques of research, information analysis, and report preparation.
- Standard procedures and rules for the conduct of meetings.
- Principles and practices of government accounting, auditing, reporting, and budgeting.
- Grant and fund administration.
- Principles and practices of financial programs.
- Basic principles of mathematics.
- Applicable federal, state, and local laws, codes and regulations relating to transportation programs.
- Standard office procedures, practices, and equipment.
- Modern office practices, methods and equipment, including computers and applicable software including Microsoft Office, Excel, and QuickBooks.
- Methods and techniques for record keeping and report preparation and writing.
- Proper English, spelling, and grammar.
- Occupational hazards and standard safety practices.

Ability to:

- Develop, examine, and verify financial documents, reports, and transactions.
- Prepare a variety of budgets, financial statements, reports, and analyses.
- Analyze, post, balance, and reconcile financial data, ledgers and accounts.
- Perform mathematical calculations quickly and accurately.
- Interpret, explain, and apply applicable laws, codes and regulations.
- Read, interpret, and record data accurately.
- Organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Analyze a complex issue, develop, and implement an appropriate response.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.

Skill in:

Preparing and maintaining complex accounting records and reports, as well as payroll records.

Operate standard office equipment, including a computer and variety of word processing and software applications, including financial and accounting programs.

Examples of Duties *(includes, but are not limited to the following)*

Manages all accounting functions; implements, monitors, controls, and maintains accounting programs, including accounts payable, payroll, and accounts receivable; prepares regular and special financial reports.

Prepares a variety of accounting reports; prepares complex financial reports on special assignments; assists with and oversees accounts receivable, accounts payable, bank deposits, billing, and payroll; oversees and coordinates with consultants for the annual audits and the annual State Controller's Report.

Assists in the annual budget preparation, including the development of spreadsheets; works with staff to collect and compile budget information; reviews budget expenditures; prepares budget revisions; researches and provides budget information to Caltrans as needed.

Assist in grant administration, and preparation of monthly and quarterly billings for federal, state, and locally funded projects as required.

Prepares requests for proposals; conducts consultant selection process; monitors consultant billing.

Assist Executive Director with development and preparation of NCTC agendas and minutes.

Attends Board meetings of the Nevada County Transportation Commission, and arranges for recording of actions in official records; transmits records or notices of action taken to appropriate parties. Distribute resolutions and documents resulting from Commission action. Prepare and publish legal and information notices on behalf of the Commission. Assist in the preparation and distribution of Commission meeting agendas.

Assist Executive Director in the formation of administrative policies and activities, such as: fiscal, supply, office services, and the general business activities of the Commission.

Assist the Executive Director in the preparation of the annual budget and Overall Work Program.

Prepare requests for proposals, conduct consultant selection processes, and manage consultant contracts, including NCTC fiscal and performance audits.

Act as NCTC representative, attend meetings, and provide information to the public as directed by the Executive Director.

Establishes positive working relationships with representatives of other agencies, NCTC staff and Commission, and the public.

Physical, Mental, and Environmental Working Conditions

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Education and Experience

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an Administrative Services Officer. A typical way of obtaining the required qualifications is to possess the equivalent of ten years secretarial and accounting experience, including administrative support to senior management staff, and some college level training.

Other Requirements

Must possess a valid Class C California driver's license.

Retirement Benefits

NCTC pays an amount equal to 15% of wages into ICMA 457 deferred compensation plan.
NCTC participates in Social Security.

Health Benefits

Medical Benefits provided through SDRMA, current plan is Blueshield PPO; effective 1st of day of the month following a one month waiting period.

Dental benefits through Premier Access, begins 30 days following date of hire.

Vision plan through VSP, begins 30 days following date of hire.

Holidays, Vacation & Sick Leave

Eight paid holidays and five floating holidays per calendar year.

For service of 1-3 years, two weeks of vacation are accrued annually.

For service of 4-10 years, three weeks of vacation are accrued annually.

For service over 11 years, four weeks of vacation are accrued annually.

Twelve days paid sick leave per year.

Application Process and Deadline

Applications due 3 PM, February 10, 2016.

To apply, download an application from our website at www.nctc.ca.gov or pick up an application at our office or call us at (530) 265-3202.

Submit your completed application with a cover letter and resume by mail to:

Nevada County Transportation Commission

Attn: Executive Director

101 Providence Mine Rd., Suite 102

Nevada City, CA 95959

Or email to dlandon@nccn.net

NCTC is an Equal Opportunity Employer