



Sonoma County Transportation Authority  
Regional Climate Protection Authority

## Admin Assistant I/II

**Salary:** Admin Assistant I/II: \$57,899.21 - \$89,781.41 annually based on qualifications

**Benefits:** Described in the [SCTA Personnel Policies](#)

**Opening Date:** 3/26/25

**Closing Date:** Open until filled (resumes will be reviewed starting April 16)

**Application Instructions:** Interested applicants should submit a cover letter, resume, and completed supplemental questionnaire via email with the subject line "Application: Admin Assistant" to Brenton Haerr [Brenton.Haerr@scta.ca.gov](mailto:Brenton.Haerr@scta.ca.gov).

The Sonoma County Transportation Authority and Regional Climate Protection Authority (SCTA/RCPA) are recruiting for an Admin Assistant I/II to work on a variety of exciting efforts related to the administrative, clerk of the board, and marketing/communications functions of the authorities. The Admin Assistant I/II is responsible for Board and committee agendas and minutes, office reception and operations, and additional clerical duties as requested by management staff. This position will also support the execution of day-to-day marketing, communications, and public relations for the organization. This position requires strong communication skills, working knowledge of public agency operations, and a desire to provide excellent service to office staff, elected officials, and members of the public.

SCTA/RCPA may consider filling this position at either the Admin Assistant I or Admin Assistant II level, depending on skills and demonstrated experience.

### **Primary Scope of Work**

- Perform a variety of technical administrative and office management duties in support of entire staff.
- Schedule meetings; take minutes of meetings for inclusion in public documents; produce documents such as reports, correspondence, and forms; act as receptionist on the telephone or in person.
- Assemble and distribute agenda packets for the SCTA/RCPA Board and committee meetings.
- Provide website support and ensure ADA compliance of Internet postings, including various meeting agendas, web page changes, and announcements.
- Serve as the primary point of contact for issues related to facilities management, such as office security and maintenance issues.
- Support content creation for SCTA/RCPA media channels including web, social media, publications, marketing, and outreach materials such as newsletters, annual reports, policy and research briefs, infographics, etc.
- May be assigned additional administrative and clerical responsibilities as needed.

## Essential Functions

- Understanding of functions and processes of a government agency.
- Knowledge of requirements related to the following is strongly desired: Americans with Disabilities Act (ADA) document accessibility, Brown Act, Public Records Act.
- Ability to communicate effectively, verbally and in writing, with staff, outside agencies, and with a diverse public.
- Preparation and distribution of meeting materials; development of meeting minutes.
- Ability to understand organizational priorities and proactively manage tasks to respond to new or unexpected requests.
- Strong computer skills; including experience with Adobe Acrobat, Excel, Outlook, PowerPoint, SharePoint, Word, WordPress, websites, and social media.
- Courteous and professional office demeanor.
- Supportive of fellow staff and performance of office functions.
- Bilingual (English/Spanish) skills are desired but not required.

## Education and Experience

- Education: Any combination of course work and training which would provide an opportunity to acquire the knowledge and abilities listed.
- Experience: Work experience which would provide an opportunity to acquire the knowledge and abilities listed. Normally, one year of full-time professional level staff experience related administrative work, public interaction, computer skills and office management would provide such opportunity.

## General Overview of SCTA/RCPA

The Sonoma County Transportation Authority (SCTA) was established in 1990 and is charged with coordinating transportation plans, programs and projects among the cities and County of Sonoma. The SCTA develops long range transportation plans covering all modes and works cooperatively with local, regional and State agencies to deliver capital projects as well as to allocate various federal, state and regional funding programs. The SCTA is also responsible for the administration of a voter approved ¼ cent sales tax dedicated to transportation.

The Regional Climate Protection Authority (RCPA) was established in 2009 and is charged with leading and coordinating countywide efforts to implement and advocate for a broad range of programs and projects to reduce GHG emissions. The RCPA serves as a central location for information sharing related to GHG reducing policies, projects and programs; helps to coordinate advocacy efforts to secure funding from all levels of government; and assists local partners in their efforts to identify, prioritize and implement GHG reducing measures.

Combined, the SCTA/RCPA have a staff of sixteen and manage an annual budget ranging from \$30-\$100 million including projects, grant funding, programs, and operations.

To learn more about this opportunity and how to apply, visit: <https://scta.ca.gov/about-scta/working-with-scta>