

April 28, 2006

NOTICE OF OPEN POSITION

The Association of Bay Area Governments is recruiting to develop a selection list for the position of Secretary S3/S4, Job Number 06-158). This recruitment will be used to fill an opening in the ABAG Planning Department. Position will remain open until filled.

**ADMINISTRATIVE SECRETARY (S3/S4)
ABAG PLANNING DEPARTMENT**

POSITION SUMMARY

An advanced secretarial position, working with Planning professionals, requiring independent judgment and initiative.

DUTIES INCLUDE:

- Ability to work on a variety of projects, answer questions and make decisions with minimal supervision
- Responsible for producing state clearing house reports
- Ability to understand and carry out oral and written instructions
- Provide administrative support
- Arrange meetings, prepare meeting packets and minutes, and screen calls
- Create and manage databases and reports
- Produce mail merge documents, spreadsheets, invoices and transcripts

QUALIFICATIONS:

- Proper use of grammar, spelling and punctuation for composition of correspondence, reports and other documents
- Accurate record keeping and an eye for detail are essential for maintaining project records and files
- High level word processing skills and data entry skills
- Ability to communicate effectively with city and county liaisons, co-workers, planning professionals, vendors and the public
- Proficiency with MS Office (Word, Excel and PowerPoint)
- Familiarity with posting material to the internet and making minor edits to web sites is highly desirable.
- Typing speed of 60 wpm required (test will be given).

EDUCATION AND EXPERIENCE

High school diploma or equivalent and a minimum of two years progressively responsible secretarial and administrative support experience.

COMPENSATION AND BENEFITS

Salary: \$3,054 - \$4,245 per month

Pension: Employer Paid PERS 2.5% @ 55

Deferred Compensation: STARS 457 Retirement Plan

Health and Dental: Dental Insurance and choice of three HMO and two PPO Plans

Life Insurance: ABAG Paid coverage equal to 2 times annual salary

Other Benefits: Public Transit Vouchers and pre-tax options for eligible health care and dependent care expenses

Vacation, Sick Leave, Holidays: Competitive leave package including 11 paid holidays and 3 floating holidays annually

APPLICATION AND SELECTION PROCESS

Please submit a cover letter, resume, and employment application to:

ABAG H.R. 06-158
P.O. Box 2050
Oakland, CA 94604-2050

AN AGENCY APPLICATION IS REQUIRED AND MAY BE OBTAINED AT www.abag.ca.gov/jobs.html OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG-H.R. 06-158, P.O. BOX 2050, OAKLAND, CA 94604-2050. FOR INFO CALL 510/464-8496. POSITION IS OPEN UNTIL FILLED AND MAY BE CLOSED AT ANY TIME. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.