Marin County Transit District

Is recruiting for …

ADMINISTRATIVE ANALYST

$94,108 - $127,051 annual salary (depending on qualifications) and an outstanding benefits package

About the District…
Marin County Transit District (Marin Transit) is responsible for funding, planning, and management of all local public transit services operating within Marin County, including fixed route, community shuttle, supplemental school, and paratransit services. Marin Transit works closely within the community to develop and deliver the most strategic, effective, and efficient local transit system in northern California. For additional information about Marin Transit, please visit our website at www.marintransit.gov.

About Marin County…
Located just across the Golden Gate Bridge, and minutes from downtown San Francisco, Marin County is a dynamic, economically, and culturally diverse community of 260,000 informed and involved residents. Marin County is marked by beautiful beaches, groves of redwoods and oaks, rolling foothills, and scenic valleys. Marin County is known for its combination of rural and suburban lifestyles and is a recreation destination for the entire Bay Area with more than 140,000 acres of federal, state and county parkland, county open space and water district lands. The mild year-round climate is highlighted by cool, coastal fog tempering the warm inland temperatures of summer.

The position of Administrative Analyst…
Under the direction of the Director of Administrative Services and Senior Accounting staff, the Administrative Analyst performs a broad range of administrative, analytical, customer service, and accounts payable functions in support of District operations.

This position serves as a primary point of contact for employees, vendors, customers, and members of the public; coordinates office administrative functions; provides support for agency projects and programs; and assists with accounts payable processing, financial recordkeeping, and related administrative activities. Responsibilities include responding to inquiries, preparing correspondence and reports, maintaining records and databases, processing invoices, supporting Board and executive administrative functions, coordinating office operations, and assisting with special projects.

The position requires strong organizational skills, attention to detail, sound judgment, professionalism, and the ability to communicate effectively with staff, contractors, public

officials, vendors, and the public. Matters involving significant risk, policy interpretation, or legal implications are referred to as appropriate management or legal counsel.

Distinguishing Characteristics

The Administrative Analyst is a journey-level professional classification responsible for performing a variety of administrative, operational, financial, and analytical assignments within established procedures and guidelines. Incumbents work with a moderate degree of independence while exercising judgment in applying policies and coordinating routine projects and processes.

Assignments typically include customer service, records management, accounts payable support, data tracking, report preparation, project coordination, and administrative process improvement. Work is reviewed through conferences, reports, and results achieved.

Supervision Received and Exercised

Supervision Received

General direction from the Director of Administrative Services and Senior Accounting staff.

Supervision Exercised

None. May provide training, guidance, or project-related direction to temporary staff, consultants, or other employees.

Essential Duties

Customer Service and Administrative Support

- Serve as a primary point of contact for employees, vendors, customers, and members of the public.
- Respond to inquiries by phone, email, and in person, providing accurate information and resolving routine issues in a timely and professional manner.
- Coordinate and support meetings, projects, administrative processes, and departmental activities.
- Prepare correspondence, reports, presentations, forms, and other business documents.
- Maintain records, databases, filing systems, and document management repositories.
- Assist with developing and improving administrative procedures and workflows.
- Support audits, procurements, grants, and special projects.
- Coordinate daily office operations, including mail processing, office supply procurement, and office readiness activities.
- Coordinate logistics for meetings, employee events, community outreach activities, and other District functions.

- Support contract administration and document execution processes, including routing, tracking, filing, and records retention.
- Provide administrative support to executive management and District staff, including scheduling, calendar management, document coordination, and special projects.
- Assist with Board meeting preparation and serve as backup to the Board Secretary.

Accounts Payable and Financial Support

- Receive, review, and process vendor invoices in accordance with established procedures.
- Enter accounts payable transactions accurately and timely into financial systems.
- Verify invoices, purchase orders, approvals, and supporting documentation for completeness and accuracy.
- Track invoice status and assist with payment processing and reconciliations.
- Communicate with vendors regarding invoice questions, payment status, and account discrepancies.
- Process cash receipts, prepare deposits, and enter related financial transactions.
- Maintain vendor records and supporting financial documentation.
- Assist with month-end and year-end close activities, audits, and records retention requirements.
- Prepare routine financial and expenditure reports.
- Coordinate the intake, routing, and tracking of invoices and checks.

Analytical and Technical Support

- Collect, compile, and analyze operational, administrative, and financial data.
- Research issues and prepare reports, summaries, and recommendations.
- Assist with tracking departmental goals, performance measures, and work plans.
- Support the implementation and maintenance of administrative and financial systems.
- Perform related duties as assigned.

Education and Experience

Any combination of education and experience that provides the required knowledge, skills, and abilities is qualifying. Typical qualifications include:

- Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Accounting, Finance, Communications, or a related field; and
- One (1) year of professional experience in administrative support, customer service, accounting, finance, office administration, or a closely related field.
- Public-sector experience is desirable.
- Additional directly related experience may be substituted for education on a year-for-year basis in accordance with District policy.

Knowledge of

- Principles and practices of customer service.
- Basic accounting, bookkeeping, and accounts payable procedures.
- Business office administration and records management.
- Financial recordkeeping and reporting practices.
- Microsoft Office 365 applications, including Excel, Word, Outlook, Teams, and SharePoint.
- Database management, data entry, and report preparation.
- Effective business writing and communication techniques.
- Modern office technology and virtual meeting platforms.
- Brown Act requirements and public meeting administration principles.

Skill in

- Delivering responsive and professional customer service.
- Interpreting and applying policies, procedures, and regulations.
- Processing financial transactions accurately and efficiently.
- Researching issues and exercising sound judgment.
- Preparing clear, concise, and accurate reports, correspondence, and documentation.
- Building effective working relationships with employees, elected officials, vendors, contractors, and the public.
- Maintaining confidentiality of sensitive information.
- Organizing work, managing competing priorities, and meeting deadlines.
- Maintaining accurate records and documentation.
- Consistently applying established procedures and administrative controls.

Ability to

- Exercise sound judgment and recognize when issues should be elevated for management review.
- Maintain professionalism, accuracy, and composure while handling multiple priorities and sensitive information.
- Analyze information and recommend practical solutions.
- Adapt to changing priorities and organizational needs.
- Identify opportunities for process improvement and support implementation efforts.
- Communicate effectively, both orally and in writing.

Physical Working Conditions:

The physical demands and working conditions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be provided as required by law to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office environment with regular fieldwork required to monitor contractor performance and service quality. Fieldwork may include walking at transit centers, visiting contractor facilities and yards, and riding transit vehicles to observe operations and engage with frontline staff.

While performing the duties of this classification, an employee may be required to stand and walk; use hands and fingers to handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee may occasionally also be required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must occasionally lift and/or move up to 25 pounds.

EEOC Statement

Marin County Transit District is an Equal Opportunity Employer and does not discriminate on the basis of any legally protected status. The District will provide reasonable accommodation as required by law.

Benefits Include:

- Employer paid premiums for employeesў medical insurance and сн! of base HMO premium for familiesч
- Employer paid dental and vision insuranceч
- Employer paid Employee Assistance Program їEAPљ
- Employer paid life insurancehshortЖterm and longЖterm disability insuranceч
- Optional flexible spending accountч
- Transit benefitsч
- Two weeks of vacation increased with seniorityч
- йй ¿ holidays plus к floating administrative daysч
- Deferred compensation planl and
- Employer contribution of йи! ЖЙн! of salary to мийїаљretirement account based on years of serviceч

To Apply:

This position is open until it is filled and may close without notice.

For an application, please visit http://www.marintransit.gov/jobs.html and click “Employment Application”. Submit the completed application, a resume, cover letter and answers to the supplemental questions in pdf format to hr@marintransit.gov or mail to Marin Transit, Attention HR, 711 Grand Ave, Suite 110, San Rafael, CA, 94901.

Applications/resumes received will be screened according to the qualifications outlined in this posting. The most qualified candidates will be invited to interview. Finalists will be asked to provide references and undergo a background check to verify information supplied in the application materials.

If you have questions about this job, the hiring process, or Marin Transit's benefit package, please email Human Resources at hr@marintransit.gov and reference the Administrative Analyst job opportunity.

SUPPLEMENTAL QUESTIONNAIRE ON NEXT PAGE-This must be completed to be considered for review

SUPPLEMENTAL QUESTIONNAIRE

Responses to these Supplemental Questions (1-6) must be submitted with your application materials. Invitations to participate further in the hiring process will be based on an evaluation of your resume and your written responses. We will not consider resumes submitted without responses to the supplemental questions.
These questions are designed to help you present your qualifications for this position. Your responses, along with your application and resume will be used to determine whether you will be invited to continue in the selection process. Responses should be complete, concise, and specific. Clarity and completeness of your answers will be considered in the evaluation process.

1. Customer Service Experience
Describe your experience providing customer service to internal staff, vendors, customers, or members of the public. Include the types of inquiries you handled and how you ensured responsive service.

2. Accounts Payable Experience
How many years of experience do you have processing accounts payable transactions, including reviewing invoices, entering payment data, matching supporting documentation, and communicating with vendors?

- No experience
- Less than 1 year
- 1-2 years
- 3-5 years
- More than 5 years

3. Financial Systems and Data Entry
Which of the following accounting or financial systems have you used in a professional setting? (Select all that apply.)

- Accounts payable software
- Purchase order systems
- Microsoft Excel
- None of the above

Please briefly describe your experience with the systems selected.

4. Attention to Detail and Accuracy
This position is responsible for processing invoices and maintaining financial records. Please describe a process or method you use to ensure accuracy when entering data or processing financial transactions.

5. Administrative and Organizational Skills

This role requires managing multiple priorities, responding to inquiries, and processing invoices while meeting deadlines. Please provide an example of how you organized competing tasks to ensure all work was completed accurately and on time.

6. Public Agency Focus

Have you worked for a public agency, special district, transit agency, or other government organization?

- Yes
- No

If yes, please briefly describe your role and responsibilities.