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C A R E E R O P P O R T U N I T Y



BAY AREA RAPID TRANSIT DISTRICT (BART)

DISTRICT SECRETARY

CITY OF OAKLAND, CALIFORNIA

ANNUAL SALARY: \$202,957–\$226,000 DOE/DOQ

THE BAY AREA RAPID TRANSIT DISTRICT (BART) is seeking a seasoned and innovative professional to serve as its next **District Secretary**, a unique opportunity to contribute at the highest level of governance for one of the nation's premier public transit agencies. The District Secretary oversees a staff of six that provides executive support for the District's Board of Directors and various committees, ensures compliance with open meeting, public records, and election law, and upholds transparency, accountability, and integrity in the management of District records. This role offers the chance to lead meaningful modernization efforts, transformative culture and teambuilding initiatives, and support the Board of Directors and associated committees in navigating complex policy, legal, and operational challenges. The ideal candidate brings expertise in public agency governance, strong leadership and culture-building skills, and a passion for service. This is an exceptional opportunity for a driven and creative leader to make a lasting impact on the Bay Area's most critical transit system. ***Lead the charge for modern, transparent, and effective governance in service to the Bay Area; apply today!***



THE COMMUNITY

THE BAY AREA IS ONE OF THE MOST INNOVATIVE and culturally rich regions in the world, home to Silicon Valley, the Golden Gate Bridge, and a thriving arts and culinary scene. Known for its breathtaking landscapes, the region boasts stunning coastal views along Highway 1 through the rolling vineyards of Napa Valley. The economy is anchored by tech giants, biotech firms, and finance hubs, continuously drawing professionals from around the world. With a population of approximately 4.6 million spread across about 7,000 square miles, the Bay Area encompasses major cities like San Francisco, Oakland, and San Jose, each offering a unique blend of history, innovation, and culture. Outdoor enthusiasts enjoy year-round hiking in Muir Woods and water sports on the Bay. Family-friendly attractions include the Exploratorium, California Academy of Sciences, and theaters in Berkeley and San Francisco. The Bay Area offers opportunities for career advancement, rich cultural experiences, and endless outdoor adventures, making it a dynamic and desirable place to live, work, and explore.



THE ORGANIZATION & BOARD OF DIRECTORS

H EADQUARTERED IN OAKLAND, the San Francisco Bay Area Rapid Transit District (BART) is a heavy-rail public transit system that connects the San Francisco Peninsula with communities in the East Bay and South Bay. BART provides fast, reliable transportation to downtown offices, shopping centers, tourist attractions, entertainment venues, universities and other destinations for Bay Area residents and visitors alike.

The Board of Directors is the governing body responsible for overseeing the Bay Area Rapid Transit District and ensuring the agency fulfills its mission of providing safe, reliable, and sustainable public transportation. Comprised of nine elected representatives across geographic districts within Alameda, Contra Costa, and San Francisco counties, the Board sets policies, approves budgets, appoints senior leadership, and provides strategic direction for the system's operations and capital improvements. Committed to transparency and public engagement, the Board holds regular meetings that are open to community participation, offering riders and residents a voice in shaping BART's priorities.

The Office of the District Secretary provides support and administration for the Board of Directors and associated committees. This includes coordinating and recording public and closed meetings, managing District records, public documents, disclosures and election filings, and facilitating communication on the Board's behalf with District staff and the public. The Office operates with six full-time staff reporting to the District Secretary, and a FY2026 operating budget of approximately \$3.5 million.

[VIEW THE 2025 BART FACT SHEET](#)

[READ ABOUT THE BOARD OF DIRECTORS](#)

[LEARN MORE ABOUT BART](#)

CLICK BUTTONS



THE HEART OF THE BAY

Where BART Connects Communities

BART HAS
131 MILES
OF TRACK



~50.6
MILLION
OF PASSENGERS
BART SERVED IN 2024



**COUNTIES
THAT BART
OPERATES IN**

San Francisco
San Mateo
Alameda
Contra Costa
Santa Clara





THE JOB

APPPOINTED BY AND REPORTING DIRECTLY TO THE BOARD OF DIRECTORS, the District Secretary serves as a key advisor and administrator, ensuring the Board's governance functions are executed with transparency and efficiency. The District Secretary manages all aspects of Board and committee meetings, including the preparation of agendas, taking minutes, and adherence to all applicable legal and regulatory requirements, such as open meeting and public records laws. Critical aspects of this role include coordinating with partner counties for elections, managing conflict of interest disclosures and public records requests, drafting and coordinating external communications on behalf of Board members, and leading strategic initiatives and special projects in accordance with Board priorities. The District Secretary maintains collaborative and effective relationships with the General Manager and other Board-appointed officers, ensuring the efficient flow of information between executive leadership, staff, the Board, and the public. They oversee a team of six, including three direct reports, and administer the Office's annual budget.

THE IDEAL CANDIDATE

THE IDEAL CANDIDATE IS A POISED, POLITICALLY ASTUTE AND SERVICE-ORIENTED

leader who thrives in a fast-paced environment and demonstrates exceptional independent judgment, discretion, and professionalism. They are both collaborative and decisive, with experience strengthening organizational culture, leading teams through change, and enhancing performance. This role requires an empathetic and emotionally intelligent leader who is also a strong administrator and executive. The successful candidate is approachable, communicative, and engages confidently with the public and every level of the organization.

From a technical perspective, the ideal District Secretary brings a deep understanding of the laws and regulations governing this work, including the Brown Act, Public Records Act, and California Election Code. Highly driven with a growth mindset, they excel at modernizing processes and promoting best practices. This role is ideal for someone who takes initiative, remains flexible and agile to changing priorities and circumstances, and operates with a solution-oriented and creative mindset.



The ideal candidate will also have the following core competencies...

Composure: Maintains professionalism, impartiality, and calm under pressure, effectively managing complex situations, intense public engagement, and competing demands with confidence and poise.

Political Acumen/ External Public Awareness: Navigates complex political dynamics and stakeholder interests with discretion and tact, fostering trust and productive relationships with the Board, staff, and the public.

Talent Development/ Team Management: Cultivates a collaborative, high-performing team by mentoring staff, addressing performance challenges, and fostering a workplace culture rooted in accountability, respect, professionalism, and growth.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in public or business administration, or a closely related field from an accredited college or university.

Experience: Five (5) years of (full-time equivalent) verifiable extensive, increasingly responsible administrative support experience in a local public jurisdiction or special district, at least three (3) years of which must have included management or supervisory responsibilities.

Substitution: Additional professional experience as outlined above may be substituted for the education on a year-for-year basis.

Other: Must be willing to attend occasional evening meetings and to travel out of the immediate area.

Desired: A Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designation from the International Institute of Municipal Clerks is valued.



UPCOMING PROJECTS & OPPORTUNITIES

RECORDS DIGITIZATION. Lead ongoing efforts to digitize District records, resulting in improved transparency, accessibility, efficiency, and a reduced physical and ecological footprint.

CULTURE CULTIVATION. Strengthen office culture and performance through effective personnel leadership and team development.

INNOVATION AND MODERNIZATION, Continually seek out opportunities to improve the Office's use of technology to optimize processes and compliance. Prioritize technology-forward strategies for Brown Act compliance that maximize accessibility. Carry forward current efforts to assess and potentially replace the District's agenda management system.





SALARY & BENEFITS

This position will receive an annual salary of **\$202,957–\$226,000 DOE/DOQ. PLUS** an attractive benefits package that includes:

RETIREMENT PLAN THROUGH California Public Employees' Retirement System (CalPERS): 2% @ 55 (Classic); 2% @ 62 (PEPRA); reciprocity available for members of many other California public retirement systems.

MEDICAL: HMO & PPO options available starting at \$171.51/month for employees and eligible dependents, or \$350/month opt-out incentive for employees who provide proof of alternative coverage.

LIFE and ACCIDENTAL DEATH & DISMEMBERMENT (AD&D) INSURANCE: No cost for employees; ability to obtain additional coverage.

VISION: No cost for employees and eligible dependents for basic plan; employee paid enhanced plan available.

DENTAL: No cost for employees and eligible dependents.

DEFERRED COMPENSATION: Pre-tax and ROTH options available.

MONEY PURCHASE PENSION PLAN (in-lieu of participating in Social Security tax): 6.65% employer contribution up to annual maximum of \$1,868.65 and an additional contribution of 1.5382% for up to \$350,000 of payroll in 2025.

BART SURVIVOR BENEFITS

BART TRANSIT BENEFITS: No cost BART passes for BART employees and eligible family members.

SHORT-TERM & LONG-TERM DISABILITY: No cost for employees and ability to obtain additional buy-up coverage.

FLEXIBLE SPENDING ACCOUNTS: Healthcare, Dependent Care and Commuter benefit options available.

VACATION ACCRUAL: Accrual up to 3 weeks in the first year, increasing based on tenure with the District.

SICK LEAVE ACCRUAL: 12 days per year.

HOLIDAYS: 9 observed and 5 floating holidays annually.

HOW TO APPLY

For first consideration, apply by **AUGUST 25** at:

SAVE THE DATES. Round one interviews will be held virtually on **SEPTEMBER 29**. Finalists will move forward to round two in-person interviews on **OCTOBER 9**. *Selected candidates must be available for both dates.*

WBCP JOB BOARD

QUESTIONS? Please contact your recruiter, **Lauren Gerson-Greene**, with any inquiries:
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