SAN FRANCISCO
BAY AREA RAPID TRANSIT

District Secretary

Annual Salary – $170,000 - $210,000
About The District

Every day, BART (Bay Area Rapid Transit) employees make a difference in their public service to the San Francisco Bay Area. We are seeking high-caliber team players who share our values and our drive to be the best transit agency in the world. Ride BART to a satisfying career that lets you both: 1) make a difference to Bay Area residents, and 2) enjoy excellent pay, benefits, and stability. BART is looking for people who like to be challenged, work in a fast-paced environment, and have a passion for connecting daily riders to work, school and other places they need to go. BART offers a competitive salary, comprehensive health and medical benefits, paid time off, plus CalPERS retirement in the future.
About the Position

This position is a Board-appointed, statutory officer of the District. In addition to providing ongoing support to the Board as an entity and to individual Board members, the incumbent acts as official recorder of District business and ensures that elections and other actions are carried out within procedural and regulatory restrictions.

Under administrative direction of the District Board of Directors, the District Secretary serves as the District’s official representative in certain contract matters, in legal service, at public hearings, and for the receipt of federal and state grants; acts as Secretary of the District for meetings of the Board of Directors and related committees and acts as official recorder of Board and committee actions for the District and the Capitol Corridor Joint Powers Authority Board; administers the Conflict of Interest Code for the District and the Capitol Corridor Joint Powers Authority; oversees certain administrative procedures for elections of the District’s Board of Directors; and performs related work as assigned.

Essential Functions

» Manages the activities and operations of the Office of the District Secretary. Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the office.

» Provides support to the District’s Board of Directors. Carries out varied special assignments as directed by the Board or requested by the General Manager. Coordinates activities with other Board-appointed officers and District staff. Acts as liaison and facilitates communication between the Board and District Management. Notifies and briefs directors on various matters of interest or concern.

» Directs and assists in the arrangements for Board meetings and the assembly and noticing of Board meeting agenda items. Ensures that complete agenda materials are distributed to the Board in a timely manner. Attends Board and Committee meetings and provides for the production and distribution of official minutes and resolutions; may utilize special software to distribute agenda materials and facilitate Board and Committee meetings. Directs the maintenance of certain official District files and records.

» Provides management of all Board correspondence and communication with the public, other public and private agencies and with BART management. Provides appropriate responses to correspondence received by the Board and the General Manager. Prepares correspondence and other materials for individual directors.

» Receives, facilitates and coordinates responses to requests from the public for records under the California Public Records Act. Receives and oversees the processing of legal documents. Develops and maintains tracking system and responses to constituent’s letters and emails.

See full job description at https://www.bart.gov/sites/default/files/docs/jobs/District%20Secretary_Final_0218.pdf
Ideal Candidate

The next District Secretary will bring the ability to support a nine-member Board of Directors while building a strong customer-focused team. The successful candidate will have the ability to effectively communicate with BART’s diverse stakeholders in a manner that builds effective, on-going relationships. The work will require strong technical skills to provide a well-organized office with attention to detail. This person will utilize authentic communication to solve complex problems. It will be essential for the successful candidate to have a strong knowledge and appreciation of the role of elected officials, governance, and the contracting process. They will need to readily develop credibility through trust-building by listening and utilizing feedback. As the leader of this essential function within the District, it will be of the upmost importance to consistently practice fairness and equity in all actions and decisions.

Education and Experience

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

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. Must be willing to attend occasional evening meetings and to travel out of the immediate area.
Compensation & Benefits

$170,000 - $210,000

Other benefits include:

» Medical, dental, and vision insurance
» CalPERS Retirement Benefit
» Full-time employees earn the following paid time off:
   • Vacation: 15 days per year (after one year of continuous service); 20 days per year (after five years of service); 25 days per year (after fifteen years of service); and 30 days per year (after nineteen years of service)
   • Sick Leave: 12 days per year
   • Legal Holidays: 8 days per year
   • Floating Holidays: 5 days per year
» Flexible Spending Account
» Life Insurance
» Disability Insurance
» Tuition Reimbursement
» Health Savings Account
» BART does not participate in Social Security. BART offers a Money Purchase Pension Plan. Employees receive up to $1868.65 per year.
» 100% paid BART Transportation Pass
Application and Selection Procedure

This position is open until filled. To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review date of Friday, June 24, 2022. Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application: https://www.cpshr.us/recruitment/2034

For further information contact:

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CPS HR CONSULTING
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Website: www.cpshr.us

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed most qualified will be referred to the BART Board of Directors. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.