

# JOB ANNOUNCEMENT

## Administrative Support Specialist

**Opening Date:** April 18<sup>th</sup>, 2025

**Salary Range:** \$26.54/hour to \$31.65/hour

Plus longevity Steps at 10, 15 and 20 Years

**Closing Date:** Open until Filled – First Review May 5, 2025



Valley Transit provides “employee-only” fully paid premiums for medical, dental, life and long-term disability through the Public Employees Benefits Board (PEBB). Qualifying dependents may be enrolled at the employee’s expense. A \$24,000 Basic Life insurance policy is provided through the Washington Counties Insurance Fund. Employer and employee contributions are made to the State of Washington Public Employees Retirement System (PERS). Employees have the option to enroll in the State of Washington Department of Retirement System’s deferred Compensation program. Employees also have the option to enroll in additional benefits which include Employee-Paid Long-Term Disability, Employee-Paid Flexible Benefits through American Family Life Assurance Company (AFLAC) and additional Employee-Paid Life Insurance coverage through MetLife. Valley Transit grants annual paid vacation to regular full-time employees, which starts at 8 hours per month and increases with continuous employment. All employees are eligible to accrue Washington Paid Sick Leave at a rate of 1 hour for every 40 hours worked, in addition, full-time employees will accrue Valley Transit Paid Sick Leave at a rate of .02115 per eligible paid hour. Employees will also receive eight (8) paid holidays and four paid floating holidays each calendar year. The number of paid floating holidays increases with continuous employment.

**NATURE OF POSITION:** Performs a variety of front desk, clerical, administrative office support functions, and customer service duties.

**REQUIRED MINIMUM QUALIFICATIONS:** Bachelor’s Degree in Public Administration, Political Science, Business Administration, or related field, and experience in the public sector preferred.

**APPLICATION AND SELECTION PROCEDURE:** A completed Valley Transit application is required to apply. Applications are available at <https://valley-transit.ninjagig.com/>

Applicants whose experience most closely meet the requirements of the position will be invited to continue in the selection process, which will consist of an oral panel interview, reference inquiries and criminal background check.

**REASONABLE ACCOMMODATION:** Valley Transit will provide reasonable accommodation to disabled applicants if requested. Please notify the Human Resources office at least 5 days prior to the need.

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NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

**Valley Transit complies with Title VI, ADA, and other applicable Federal Civil Rights Laws and does not discriminate on the basis of race, color, national origin, age, disability, religion, Veteran status, sexual orientation, gender identity, or sex in employment or the provisions of service. Equal Opportunity Employer.**



## Administrative Support Specialist

**Department:** Administration  
**Reports To:** Finance Manager  
**FLSA Status:** Nonexempt hourly employee

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*At Valley Transit our Mission is to provide high-quality and efficient public transportation services that are responsive to the needs of our entire community; promoting quality of life and a healthy economy.*

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### **Position Summary**

This position performs a variety of front desk, clerical, administrative office support functions, and customer service duties.

### **Essential Duties and Responsibilities**

- Provide administrative support to the management team
- Perform routine clerical tasks including data entry, document preparation, recordkeeping, proofreading, and organizing files (i.e., Capital Project Notebooks)
- Supports customer service efforts, including call management, trip planning, and pass sales
- Assist in maintaining Accounts receivable records
- Assist with bank reconciliations and record-keeping
- Support pass and vending machine sales reconciliations and deposits
- Assist with Rideshare invoicing, payment receipting
- Ensure accurate data entry and updating financial databases or systems.
- Assist with drafting and maintaining policy documents for clarity, consistency and compliance
- Support records management by creating, maintaining, and archiving documents in accordance with organizational guidelines, primarily under the direction of the Public Records Officer
- Assist in monitoring expenditures to ensure federal and state procurement requirements
- Assist with maintaining Small Tool and Shelter Inventory systems
- Assist the Public Records Officer in responding to Public Records requests
- Assist in collecting and maintaining performance data as required by the National Transit Database
- Assist with the preparation of documents for the monthly board meeting
- Assist with the preparation of the year-end Financial Statements and updating the accompanying Management Discussion & Analysis
- Perform all applicable safety and health responsibilities as detailed in the Public Transit Agency Safety Plan (PTASP)
- Performs other duties as assigned

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Education and/or Experience**

Bachelor's Degree in Public Administration, Political Science, Business Administration, or related field, and experience in the public sector preferred.

### **Language Skills**

Ability to read, interpret, and analyze general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to proofread documents for spelling and grammar. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

### **Mathematical Skills**

Must demonstrate general mathematical proficiency.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to recognize sensitive information and capacity to maintain the confidentiality of such information.

### **Essential Functions**

While performing the duties of this job, the employee is regularly required to sit or stand for extended periods, and frequently complete tasks such as typing, handling office equipment, or organizing materials. The role involves regular communication requiring verbal and auditory skills. Occasionally, the employee may need to move around the office to access files, equipment, or other resources. The physical requirements include lifting and/or moving items weighing up to 20 pounds frequently, and up to 40 pounds occasionally.

Specific visual abilities necessary include close vision, depth perception, and the ability to adjust focus for tasks such as reading documents or working on a computer. Reasonable accommodations can be made for individuals with disabilities.

## **Wages & Benefits**

Salary Range: \$26.54-\$31.65 per hour, plus longevity Steps: 10yr, 15yr, 20yr.

Valley Transit provides “employee-only” fully paid premiums for medical, dental, life and long-term disability through the Public Employees Benefits Board (PEBB). Qualifying dependents may be enrolled at the employee’s expense, these premiums are determined annually subject to the Employer Contribution Cap and Employer Pooling Assistance. A \$24,000 Basic Life insurance policy is provided through the Washington Counties Insurance Fund. Employer and employee contributions are made to the State of Washington Public Employees Retirement System (PERS). Employees have the option to enroll in the State of Washington Department of Retirement System’s deferred Compensation program. Employees also have the option to enroll in additional benefits which include Employee-Paid Long-Term Disability, Employee-Paid Flexible Benefits through American Family Life Assurance Company (AFLAC) and additional Employee-Paid Life Insurance coverage through MetLife.

Valley Transit grants annual paid vacation to regular full-time employees which starts at 8 hours per month and increases with continuous employment. All Employees are eligible to accrue Washington Paid Sick Leave at a rate of 1 hour for every 40 hours worked, in addition, full-time employees will accrue Valley Transit Paid Sick Leave at a rate of .02115 per eligible paid hour. Employees will also receive eight (8) paid Holidays and four (4) paid Floating Holidays each calendar year. The number of paid Floating Holidays increases with continuous employment.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.