

## EXECUTIVE ASSISTANT-ANALYST

Position available at ACTA's Long Beach, California office (possible work from home 2 days/week). Annual Salary anticipated in the range of \$75,000 to \$120,000, commensurate with experience and alignment of qualifications to this position. Excellent benefits package. The hyphenated job title is to emphasize the importance of data analytics in addition to administrative duties.

### Position Overview

Under the general direction of the Chief Executive Officer, the *Executive Assistant-Analyst* performs duties related to report production, communication with ACTA's Governing Board, contract administration and provides data analytics to understand and enhance operational efficiencies. The position will provide technical leadership using advanced MS Word, Excel, and PowerPoint capabilities, as well as developing software to analyze cargo industry data, ACTA revenue data and train movement data. The *Executive Assistant-Analyst* exercises independent judgment in organizing, coordinating, and performing work and maintains strict confidentiality of information.

### Roles & Responsibilities

- Collect, maintain, and analyze data in support of operations and statistical analysis.
- Develop ACTA reports and publications including tables, charts, and other graphics.
- Prepare documents, correspondence, and monthly ACTA Governing Board packages.
- Review, augment, and implement ACTA's style guide and quality assurance program.
- Assist with administration for contracted services including contract execution.
- Assist with managing electronic filing system including version tracking.
- Perform other duties as assigned.

### Qualifications

#### General Requirements

- Demonstrated advanced proficiency in software including Microsoft Office Suite, Adobe, and Python.
- Knowledge of business communications, including rules of grammar, punctuation, and spelling.
- Experienced in business office procedures and practices.
- Knowledgeable of principles and methods of records management and information management.
- Ability to maintain good working relationships through productive communication and team building skills, including successful engagement with ACTA staff, contractors, and stakeholders.
- Strong analytical and critical thinking skills; ability to gather, organize, analyze, and evaluate data, draw sound conclusions, and present results in a concise manner using text, tables, charts, and graphics.
- Excellent communication skills, both verbal and written, including the ability to prepare professional quality reports and presentations that communicate a clear and concise message.
- Ability to handle a range of demands and changing priorities and adopt an effective course of action while maintaining a healthy work environment.

### **Education/Experience**

- Bachelor's degree from an accredited college or university desired.
- Minimum three (3) years of relevant experience in a business where administrative, financial, analytical, or legislative work is performed. Background in the transportation sector is a positive.
- A combination of experience and education to fulfil the requisite skills and abilities for this position.

### **Certificates/Licenses**

- Valid California driver's license, Class C, and a satisfactory driving record for the last three (3) years.
- Certificates of advanced level MS Office proficiency
- Persons with disabilities may be able to perform the essential duties of this position with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of ACTA to reasonably accommodate the limitations.

### **About ACTA**

The Alameda Corridor is a nationally recognized transportation project, representing a \$2 billion+ investment in rail-based infrastructure supporting the busiest port complex in the US, the Ports of Los Angeles and Long Beach. The Alameda Corridor is the result of a remarkable public/private partnership that achieves significant community benefits and supports reduction of greenhouse gas emissions. The Corridor runs for 20 miles from the Ports to downtown Los Angeles, where it connects to the transcontinental railway serving the entire nation. The Corridor extends through or adjacent to the cities of Vernon, Huntington Park, South Gate, Lynwood, Compton, Carson, Los Angeles and Long Beach. We coordinate with these cities, the County of Los Angeles, the broader Southern California region, and with our major stakeholders, the Ports and railroads.

Headcount of the organization is 12 full-time employee positions plus service contracts for rail maintenance of way, facilities clean-up and repairs, engineering, property/right of way disposition, revenue assessment and verification system, and IT management.

### **Benefits Overview**

- Choice of CalPERS Medical Plan (with employer contribution)
- CalPERS Retirement Plan: 2.0% at 55 for Classic CalPERS members, or 2.0% at 62 for New CalPERS members subject to California Public Employees' Pension Reform Act (PEPRA)
- Fully paid dental, vision care, and group life insurances
- Paid leave time of 12 vacation days, 12 sick days, 2 personal days, and 12 ½ holidays
- Flexible Spending Accounts (employee paid)
- 457 Deferred Compensation Plans (employee paid)

### **Qualified Applicants are Required to Submit**

- A cover letter describing interest and qualifications with attached Resume

Please send your information as attachments in PDF format to: [ACTAHR@acta.org](mailto:ACTAHR@acta.org)

**SUBMITTAL DEADLINE:**

**Submittals are accepted until 11:59 pm May 10, 2024.**

**\*\*\*Local Candidates only / No third-party vendors\*\*\***

This specification is descriptive, explanatory and not restrictive. It is not intended to declare all the duties, responsibilities, and required qualifications of the position.

All materials submitted by the applicant will be evaluated. Candidates may be tested and interviewed to determine their relative knowledge, skills, and ability in job related areas. Eligible applicants will be notified of the exact time and place of assessments and interview. Only the most qualified applicants will be invited to continue in the application and selection process. Offers of employment may be contingent upon successful completion of a reference check and other verification background check.

The Alameda Corridor Transportation Authority is an equal opportunity employer.