



Open Until Filled

Job Title: Office Assistant – Part-time position (20 hours per week)

Monthly Salary Range: \$1,769 - \$2,379

This part-time position requires 20 hours per week on average and includes a generous benefit package with retirement, medical, vacation, sick leave and paid holidays.

As the Metropolitan Planning Organization for the tri-county (Monterey, San Benito and Santa Cruz) Monterey Bay region, the Association of Monterey Bay Area Governments (AMBAG) performs a wide range of transportation planning activities in the region. AMBAG is currently seeking an Office Assistant. Under supervision, the Office Assistant performs a variety of clerical and administrative tasks in support of AMBAG and its staff. Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be one year of increasingly responsible public agency or business work performing duties comparable to those included in the job description, and/or graduation from a business school or community college with diploma or associate degree in business science, office administration, or a related discipline.

A full description for the position can be found at:

https://ambag.org/sites/default/files/2022-08/OfficeAssistant_jobdescription-PDF-A.pdf

APPLICATION AND SELECTION PROCESS

To be considered for this exceptional opportunity, please submit your letter of interest, resume, and AMBAG application form (available at www.ambag.org) in a single email submittal to Ana Flores at aflores@ambag.org no later than 4:00 pm on September 7, 2022. All applicants must complete an application form available on the AMBAG website www.ambag.org. A complete application includes submittal of a letter of interest, resume, and an AMBAG application form.

Applications due no later than 4:00 pm on September 7, 2022. Interviews are anticipated the week of September 12, 2022.

Applications will be screened in relation to the criteria outlined in this announcement. Incomplete, late, and faxed applications are not accepted. Resumes are not considered in lieu of the required employment application. All completed applications will be reviewed, for each applicant's ability to meet the minimum work experience, training, and education qualifications. Candidates deemed to have the most relevant qualifications will be invited for an interview. An appointment to the position will be made after completion of a reference and background check. **All communication and notices will be sent via e-mail.**