



**Job Title: Administrative Assistant - Open Until Filled**

**Monthly Salary Range: \$3,923 - \$5,276**

**Generous benefit package including 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 Administrative Assistant. Under supervision, the Administrative 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 two years of increasingly responsible public agency or business work performing duties comparable to those described above, 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/2023-08/Administrative\\_Assistant\\_job\\_description\\_8\\_10\\_23\\_PDF\\_A.pdf](https://ambag.org/sites/default/files/2023-08/Administrative_Assistant_job_description_8_10_23_PDF_A.pdf)

**APPLICATION AND SELECTION PROCESS**

**Please apply by 4:00 PM Friday, September 1, 2023**

To be considered for this exceptional opportunity, please submit your letter of interest, resume, and AMBAG application form (available at [www.ambag.org](http://www.ambag.org)) in a single email submittal to Ana Flores at [aflores@ambag.org](mailto:aflores@ambag.org) no later than 4:00 pm on Friday, September 1, 2023. All applicants must complete an application form available on the AMBAG website [www.ambag.org](http://www.ambag.org). A complete application includes submittal of a letter of interest, resume, and an AMBAG application form.

Applications will be screened in relation to the criteria outlined in the job description. 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.**