



**SUNLINE TRANSIT AGENCY**  
invites applications for the position of:

## **Project Manager Assistant**

---

**SALARY:** \$15.23 - \$20.31 Hourly

**DIVISION:** Administration

**DEPARTMENT:** Performance

**OPENING DATE:** 01/25/19

**CLOSING DATE:** 02/08/19 11:59 PM

### **SUMMARY:**

Project Manager Assistant performs specialized technical duties. The Project Manager Assistant supports the Chief Performance Office in the management of Capital Projects. The Project Manager Assistant supports project team members and is responsible for general administrative duties, including compiling and maintaining accurate and complete records of project oversight. The incumbent must demonstrate strong organizational and time management skills, a general understanding of technical concepts as well as strong oral and written communication and client service skills.

### **DUTIES & RESPONSIBILITIES:**

1. Perform general administrative duties.
2. Prepare technical documentation as directed.
3. Coordinate office communications, including routing phone calls, correspondence, mail, packages, deliveries and calendars.
4. Monitor insurance requirements for subcontractors and vendors and maintain updated records of certificates of Insurance.
5. Assist in maintaining effective relationships with clients, designers, consultants and internal clients.
6. Inventory and ordering of general office supplies.
7. Inventory, operation and upkeep of office equipment.
8. Assist in preparation and/or record meeting minutes.
9. Maintain filing systems.
10. Process invoices for payment in accordance with funding mechanisms.
11. Coordinate check releases assuring all subcontractors/vendors have released the project form liens.
12. Create, execute and file subcontractor agreements and change orders and budgeting changes.
13. Assist in project close-out.
14. Assist with additional office/administrative tasks.
15. Prepare board reports as needed.

### **MINIMUM QUALIFICATIONS:**

- High School or G.E.D. equivalent
- 2-3 years of administrative experience is a must
- Graduation from a recognized four-year college or university is desirable
- Must have some familiarity with technical concepts
- Government contracting experience is preferred
- A valid Class C California driver's license; the ability to qualify for and maintain a Class C license; and the ability to maintain insurability under the Agency's insurance policy

### **SUPPLEMENTAL INFORMATION:**

#### **Disclaimer:**

All applicants are subject to SunLine Transit agency employment requirements, including our Physical, Drug and Alcohol testing program and Background check.

**Nepotism Policy:** Recruitment shall be conducted consistent with the Agency's nepotism policy, which is available upon request by contacting Human Resources at 760-343-3456, ext. 1609.

SunLine Transit Agency reserves the right to select the best qualified of the persons applying for vacant positions.

**AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.sunline.org>

Position #1800054  
PROJECT MANAGER ASSISTANT  
MM

32505 Harry Oliver Trail  
Thousand Palms, CA 92276  
760-343-3456 X1609

[hrinfo@sunline.org](mailto:hrinfo@sunline.org)

---