METROLINK

JOB DESCRIPTION

Job Title: Senior Executive Assistant
FLSA Status: Exempt
Salary Grade: 6

PURPOSE OF POSITION

The Executive Assistant will perform a wide variety of general office and administrative support within the assigned department.

DISTINGUISHING CHARACTERISTICS

This is the senior level of the Executive Assistant series. At this level, the incumbent may direct the work of other administrative staff.

SUPERVISION EXERCISED AND RECEIVED

- Receives general supervision from assigned executive level management
- No formal supervisory responsibilities; may lead the work of lower level staff

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Provide general office support for assigned executive(s), including receiving and sending mail, screening phone calls, delivering messages, coordinating meetings and events, and maintaining an executive calendar
- Manage and maintain executive's schedule; appointments and travel arrangements
- Prepare invoices, fax and photocopy, sort and distribute incoming mail, and process outgoing mail
- Establish and maintain the departmental filing system
- Handle correspondence, both verbal and written, on behalf of the executive(s)
- Build relationships with key stakeholders, including but not limited to elected officials' representatives, SCRRA staff, and external customers
- Work with designated administrative assistants to process necessary paperwork and/or documentation (i.e. preparing check requests, entering requisitions, logistics for meetings, etc.)
- Prepare the executive team for meetings, including providing briefings and talking points, transcribing meeting minutes, performing research, developing presentations, preparing meeting materials and coordinating work with other staff members
- Process various forms and paperwork, such as expense reports, purchase orders, check requests, grant applications, etc.
- At Senior level, may direct and check the work of other administrative staff
- May support Board Secretary and/or Chief Executive Officer roles
- Serve as backup to other departmental administrative staff, as needed
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws

MINIMUM QUALIFICATIONS

Education and Experience

- Associate's degree in Business Administration or a related field
- A minimum of six (6) years of experience in a secretarial or administrative office role
- A minimum of two (2) years supporting senior-level executives, department heads, and supporting a Board of Directors or Executive Committee work at the staff level
- A combination of training, education, and/or experience that provides the required knowledge, skills, and abilities may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience

Preferred Qualifications

- Bachelor's degree

Knowledge, Skills, and Abilities

Knowledge of:

- SCRRA, policies, procedures, and regulations
- General office practices and procedures

Skilled in:

- Advanced proficiency in Microsoft Office
- Planning and organization with the ability to meet deadlines
- Effective communication skills verbally and in writing

Ability to:

- Develop and write reports, policies, and correspondence
- Handle common inquiries or complaints, and other sensitive or highly confidential concerns
- Exercise good judgment and focus on detail as required by the job
- Collect, organize, and interpret data and prepare accurate records
- Adapt to changes in work situations and priorities
- Address the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch, or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Updated: September 2025