

The SANDAG Data Science and Analytics, Data, Analytics, and Modeling, Research and Program Management, Government Relations, Regional Planning, and Mobility & Innovation departments are seeking forward-thinking professionals to join our teams. Multiple positions, at varying levels of career expertise – from entry level interns to experienced program managers - will advance how data, partnerships, and pilot projects are leveraged regionally, statewide, and nationally to realize SANDAG’s bold vision for the San Diego region. Descriptions for the following open positions are provided below:

Data Science and Analytics, Data, Analytics, and Modeling, and Research and Program Management

- Manager of GIS and Data Solutions
- Principal Data Scientist
- Principal Business Analyst
- Senior Socioeconomic and Land Use Data Scientist
- Senior Quality Assurance Data Scientist
- Senior Research Analyst / Economist
- Senior Product Manager
- Data Scientist/Econometrician
- Quality Assurance Research Analyst (Economic, Demographic, Land Use, Real Estate)
- GIS Analyst
- Research Assistant
- Data Science Intern

Regional Planning and Mobility & Innovation

- Senior Regional Planner (Housing)
- Innovative Mobility Analyst
- Regional Planner
- Regional Planning Intern

Government Relations and Communications

- Manager of Government Relations
- Senior Government Relations Analyst
- Graphic Designer

Administrative Services

- Executive Assistant

About SANDAG

The San Diego region is entering a new era of innovation, driven by exciting advances in technology, biotechnology, renewable energy, cybersecurity, and automation that will change the way people live. Our region’s future prosperity depends on mobility – the ability of people in all communities to connect quickly and easily to centers of innovation and opportunity. As a hub for innovation, the San Diego region will continue to attract innovators and investors. The region is a point of convergence for personal mobility, affordability, and widely shared opportunities for advancement that support a high quality of life for more than three million residents.

SANDAG provides local governments in the San Diego region with a forum to plan and execute projects that promote economic growth, sustainable communities, personal mobility, and equity for the region’s residents. We build consensus; make strategic plans; obtain and allocate resources; plan, engineer, and build public transportation projects; analyze and disseminate data; and publish information on a broad range of topics related to the region’s quality of life. SANDAG is responsible for responding to most state and federal mandates that apply to the region, and to many locally generated mandates that are handled regionally.

SANDAG is a leader in integrating Big Data into its decision-making, by providing member agencies, partner agencies, and members of the public with the data and analysis they need to improve their communities and the quality of life for all residents of the region. For example, real-time transportation data can be used to reduce peak hour traffic congestion, and limit delays during traffic incidents. Data pertaining to major corridors of travel and high-use areas can be used to help decision-makers maximize investments in infrastructure – promoting more efficient travel connections, improved economic growth, and a higher quality of life for a broader segment of the overall population.

Overview of Data Science and Analytics, Data, Analytics, and Modeling, and Research and Program Management

SANDAG's DSA, DAM, and RPM Departments support regional planning and decision making by collecting, managing, and analyzing data. Specifically, the teams are responsible for collecting original data to inform regional forecasts, models, and planning; compiling and ensuring the integrity of data from other sources for the same uses; meeting the software and database needs of the agency, as well as local, state, and federal public safety agencies; develop and manage a suite of transportation and socioeconomic modeling software platforms, completing regional demographic and economic forecasts; modeling the transportation needs of the region in the short- and long-term; serving as the regional Criminal Justice Clearinghouse and conducting action research for public safety stakeholders; formulating actionable and transparent business intelligence strategies and implementing valuable initiatives related to big data, open data, data analytics, and economic research; and disseminating data and information to stakeholders in a clear and concise way that can inform policy and other decisions.

Overview of Regional Planning and Mobility & Innovation

The Regional Planning department leads work to chart the future for the San Diego region through development and implementation of the Regional Plan, Regional Transportation Plan and its Sustainable Communities Strategy. These planning efforts set forth a vision for the region's future growth and development in ways that provide more housing and transportation options, address social equity in a meaningful way, preserve important open space and reduce greenhouse gas emissions in accordance with California Climate Change legislation. Using data, the latest innovations in technology and community input, the Regional Planning team works closely with local, regional, state, and national stakeholders to further plan and implement the regional vision.

The Mobility and Innovation department develops and implements strategies and partnerships to accelerate the delivery of mobility services that create more transportation choices for the region; collaborating on research that measures the impact of transportation technology and new mobility services on travel behavior and demand.

Overview of Government Relations

The Government Relations department implements the Legislative Program, including supporting SANDAG's priority projects and Strategic Initiatives by utilizing relationships and outreach to elected members and stakeholders to advance project development and by securing funding and policy updates at the federal level through stimulus, grants, annual appropriations, and the next transportation reauthorization and at the state level through the annual budget process, grant programs and by working closely with state regulatory agencies and the Legislature; supporting member agencies and local jurisdictions by improving communications, providing project updates and SANDAG programs; and supporting the Board of Directors and Policy Advisory Committees to ensure timely and successful meetings and strategic outcomes.

How to apply

Email your resume with a cover letter describing your experience, qualifications, and interest in any of the open positions to: Michelle.Posada@sandag.org. For enquiries about any other SANDAG job openings please contact Human Resources at hr@sandag.org or call (619) 699-1900.

All positions are **open until filled**; applications will be reviewed on a continual basis.

The current salary ranges for SANDAG positions can be found on our [Careers webpage](#).

Job Openings in Data Science and Analytics, Data, Analytics, and Modeling, and Research and Program Management

Manager of GIS and Data Solutions

The Manager of GIS and Data Solutions will provide leadership for developing and maintaining regional land use, economic, demographic, transportation, and GIS databases that are used by the Transportation Analysis and Applications (TAM-App), Transportation Model Development (TAM-Dev), Economic and Demographic Analysis and Modeling (EDAM), and Data Science and Analytics (DSA) Divisions to support agency policies, programs, and projects. Additionally, this position oversees the acquisition, procurement, Extract/Transform/Load (ETL) process, and delivery of data products and services to support SANDAG's suite of modeling and forecasting software platforms and data dissemination products.

Salary Range: \$106,587 - \$165,209/year; this position will be offered with a 3-year employment contract

Principal Data Scientist

This position will oversee and conduct complex professional level research, statistical analysis and forecasting related to regional demographics, land use planning, and econometrics and manage large and complex data analytics projects. The role will coordinate with consultants for various requests that will support the 5 key agency priority projects: NAVWAR / Central Mobility Hub, Regional Plan, Otay Mesa East Port of Entry, Mid Coast Light Rail, and Del Mar Bluffs.

Salary Range: \$106,587 - \$165,209/year; this position will be offered with a 3-year employment contract

Senior Research Analyst / Senior Economist

Conduct and coordinate complex professional level research, statistical analysis and forecasting related to regional demographics, land use planning, and econometrics.

Salary Range: \$79,537 - \$123,282/year

Senior Quality Assurance Data Scientist

Develop, implement, and coordinate quality assurance activities within the team and develop policies, processes, and documentation for various types of data across the agency, such as modeling, forecasting, analysis, and mapping efforts. This position will provide technical leadership and supervision for a team of Quality Assurance Analysts.

Salary Range: \$96,677 - \$149,850/year

Senior Socioeconomic and Land Use Data Scientist

Develop a regional and sub-regional socioeconomic and land use forecasting system including economic, demographic and land use modeling and ensure integration with the agency's travel model.

Salary Range: \$96,677 - \$149,850/year

Education, qualifications, experience, and demonstrated capabilities for the above noted positions are as follows:

- **Education:** A bachelor's degree with major course work in computer science, data science, management information systems, regional, urban or transportation planning, geography, demography, economics, statistics, mathematics, computer programming, or a related field. An advanced degree is desirable.
- **Experience:** Manager and Principal positions require seven years and Senior positions require five years and of increasingly responsible, professional research, quality assurance, data analysis, relational database architecture, design and administration, GIS analysis and enterprise GIS platform management, and experience developing and managing web-based mapping and data dissemination solutions.

- **Demonstrated capabilities:** Experience with the implementation and management of economic and land use modeling systems such as PECAS, Urbansim and REMI are highly desirable. Experience pulling and manipulating data in relational databases via SQL is required; advanced experience using the suite of Esri's GIS software, ArcPy, Python (or R), Python libraries such as NumPy, Pandas, Matplotlib, SciPy, scikit-learn, TensorFlow, Seaborn, Microsoft Office Suite especially Excel and Access, SharePoint or other collaboration portal systems, SQL Server or other relational database management systems, custom and/or template-based GIS web applications; knowledge of the principles, practices, and objectives related to developing and maintaining data systems; experience developing and implementing effective methodologies and procedures for collecting, transforming, organizing, maintaining, and archiving information; ability to develop and implement data standards that document specifications and procedures; information or content management, with knowledge of current technologies and standards such as repositories, encoding standards, and metadata standards; advanced knowledge of quantitative research methods, including survey methods and output, descriptive statistics, and analysis of microdata; ability to develop Requests for Proposals, scopes of work, and project budgets; evaluate competitive project proposals and make recommendations for consultant selection; manage project consultants and ensure projects are completed on schedule, within budget, and with a high-level of effectiveness; knowledge of quality assurance and quality control practices used for validating data and ensuring data integrity, including statistical analysis, and sampling techniques, preferably for demographic and economic data. Demonstrated ability to build and lead teams, perform in a lead or supervisory capacity, and manage consultant projects is highly desirable. Ability to oversee and deliver a variety of SANDAG key initiatives and projects.
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Principal Business Analyst

This position will oversee and manage all big data, open data, and business intelligence initiatives including road maps, frameworks, design, and development of complex data warehouses to support public policy initiatives and key performance indicators. This position also will oversee the design, development, and establishment of partnerships, consortiums, and relationships with academia and business from various industries.

Salary Range: \$92,073 - \$142,714/year; 3-year employment contract

Senior Product Manager

This position will work with leads in the department's regional economic, demographic, land use, and transportation modeling activities as well as Program Management and Quality Assurance staff to develop product plans including business and technical requirements.

Salary Range: \$79,537 - \$123,282/year

Innovative Mobility Analyst

This position will support the Pilots and Partnerships Section responsible for developing strategic partnerships to advance the Regional Plan vision for the 5 Big Moves. A key area of focus for this role will be to support the development of a Public Private Partnership Program (P3) for the agency that can facilitate the effective use of P3s to support agency goals and priority projects. This position also will also support with the design, launch, and operations of Mobility Hubs, Flexible Fleet, and Next OS pilots in the region.

Salary Range: Analyst/Planner I: \$53,833 - \$83,442/year; Analyst/Planner II: \$59,351 - \$91,995/year;
Associate Analyst/Planner: \$65,435 - \$101,424/year

Education, qualifications, experience, and demonstrated capabilities for the above noted positions are as follows:

- **Education:** A bachelor's degree with major course work in public or business administration, urban planning, or a related field.

- **Experience:** Principal positions require 7 years, Senior positions require 5 years, and the Analyst I/II/Associate requires 1-3 years of recent professional experience in the area of interest.
 - **Demonstrated capabilities:** Experience coordinating and managing projects and programs appropriate for the position desired, developing and managing scopes of work, schedules, and budgets, tracking the progress of deliverables, and ensuring timely project communication with staff and project partners. Ability to develop and deliver products, programs, and services, preferably in support of data science and analytic initiatives; experience coordinating project teams; experience in developing product plans and product roadmaps; experience with business and technical requirements analysis, elicitation, modeling, verification, and methodology development; experience in analyzing and documenting product requirements, conducting and incorporating risk assessments into requirements while incorporating agency priorities; experience keeping complex projects on track, managing competing demands, and effectively communicating impact of changes to schedule; knowledge of organizational, business management, and strategic planning practices, as applied to the delivery of projects and services; successful product management experience including development of Requests for Proposals (RFPs) or other bid solicitations, scopes of work, budgets, and schedules, consultant/vendor selection, and contract management for a broad range of services; experience in information or content management, with knowledge of current technologies and standards such as repositories, encoding standards, and metadata standards; knowledge of data analysis and research methodologies; knowledge of data acquisition and quality control methods used for gathering and compiling various types of information; knowledge of factors that contribute to the reliability and integrity of collected data; experience coordinating the efforts of technical professionals to concurrent projects at various stages of completion; ability to collaborate with senior staff, technical experts, vendors/consultants, and upper management; ability to gain cooperation and consensus in the face of competing priorities.
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Economic Research Analyst

Assist with the design, implementation, tracking, and analysis of various studies and efforts that support a broad range of regional projects, programs, and policy initiatives. Responsibilities include complex research and providing technical support for data management and analysis for large data sets, including data cleaning, data manipulation, data analysis, preparing written and visual reports, and tracking department data requests.

Salary Range: Analyst I: \$53,833 - \$83,442/year; Analyst II: \$59,351 - \$91,995/year;
Associate Analyst: \$65,435 - \$101,424/year

Research and Quality Assurance Analyst

Participate in the design and performance of robust quality assurance testing and analysis of regional data. Report data anomalies, identify root cause patterns, and facilitate resolutions to issues; analyze and validate regional economic, demographic, land use, and transportation data for use in operational, procedural, and policy decision-making activities.

Salary Range: Analyst I: \$53,833 - \$83,442/year; Analyst II: \$59,351 - \$91,995/year;
Associate Analyst: \$65,435 - \$101,424/year

Data Scientist/Econometrician

Implement state of the art data analysis techniques within all modeling processes run by the Economic and Demographic Forecasting and Modeling team to generate annual estimates, forecasts of housing, population and jobs, and economic projections at the region and sub-regional levels.

Salary Range: Data Scientist I: \$65,435 - \$101,424/year; Data Scientist II: \$72,142 - \$111,820/year;
Associate Data Scientist: \$83,513 - \$129,446/year

GIS Analyst

Perform and coordinate professional, technical, and analytical GIS duties including maintaining geodatabases, and compiling and analyzing spatial data in support of SANDAG programs; and provide technical and professional assistance to senior level staff.

Salary Range: Analyst I: 59,351 - \$91,995/year; \$65,435 - \$101,424/year; \$72,142 - \$111,820/year

Education, qualifications, experience, and demonstrated capabilities for the above noted positions are as follows:

- **Education:** A bachelor's degree with major course work in computer science, data science, management information systems, regional, urban or transportation planning, geography, demography, criminal justice, sociology, psychology, economics, statistics, mathematics, computer programming, or a related field.
- **Experience:** One to three years of increasingly responsible, professional research, quality assurance, data analysis, database, GIS analysis, mapping, and web application development and programming experience. One of these positions will be supporting the ARJIS program and in this role, the successful candidate is required to successfully pass a pre-employment criminal background check in compliance with the FBI and the California Department of Justice (CalDOJ) requirements regarding the use of the California Law Enforcement Telecommunication System (CLETS). Periodic re-checking of criminal background history will be a condition of employment.
- **Demonstrated capabilities:** Depending on the position, experience with relational databases such as SQL Server, including writing queries that pull, combine and summarize data; research and/or experience in the development of algorithms, machine learning and artificial intelligence is desirable; data acquisition, compilation, and quality assurance/quality control methods; programming in languages such as Python, Java, R, and SQL; experience with other statistical packages such as SPSS, experience developing and maintaining custom software applications to support modeling functions; basic understanding of research methods, survey design and quasi-experimental designs; data visualization systems like Tableau, Power BI, Plotly, ArcGIS Online for Organizations (AGOL) etc. is a plus; experience performing complex dataset queries, to include developing and maintaining various tests and data strategies for risk identification and highest quality data standards assurance; experience using Census and demographic data, as well as regional and small area analyses using Esri's suite of GIS software, including feature creation, scripting, mapping, and spatial analytics, familiarity with transportation network coding and management principles is desirable. Basic understanding of research methods, survey design, and quasi-experimental designs. Experience developing and implementing Extract, Transform and Load (ETL) processes is highly desirable.

Research Assistant/Data Science Intern

Ideal for a student or recent graduate, this position provides a "hands-on" learning experience in the research/data profession. Examples of intern responsibilities include: contribute as a team member to the research, collection, and compilation of project and program data; ensure the accuracy of information; maintain databases and documentation; assist in the collection and processing of data using computer software.

Hourly Rate: Undergraduate-level interns will be paid \$15/hour; interns with a bachelor's degree or higher will be paid \$18/hour. This is a one-year part-time opportunity working 20-29 hours per week

Education and experience for this position include:

- **Education:** Undergraduate or graduate level coursework in business analytics, data science, economics, statistics, criminal justice, sociology, psychology, mathematics, or a related field.
- **Experience:** Knowledge and some experience with primary and secondary research principles and methods; ability to accurately collect, compile, and document data from a variety of sources; ability to identify and resolve data inconsistencies and other problems; experience preparing tables, graphs, and charts used for presenting and analyzing information; intermediate computer skills with MS Word, MS Excel, MS PowerPoint, and Internet research; ability to maintain confidentiality of sensitive data; excellent organizational skills, attention to detail, and ability to maintain a high level of accuracy; ability to ensure the accuracy of information and participate in the quality assurance and quality

control processes; ability to contribute to the preparation of reports, summaries, correspondence, and presentations; experience with SQL, R, Python or Java, SPSS, and concepts of query language is desirable.

Job Openings in Regional Planning

Senior Regional Planner (Housing)

Lead and implement the land use and housing components of the 2021 Regional Plan which is scheduled to be adopted by the SANDAG Board of Directors at the end of 2021. This work requires close coordination and strong working relationships with local, regional, and state agencies and stakeholders. Immediate work includes development and implementation of a new Housing Incentive Program and restructuring the *TransNet* Smart Growth Incentive Program to bring much needed affordable housing to the San Diego region.

Salary Range: \$79,537 - \$123,282/year

Regional Planner

Perform a variety of professional, analytical, and coordination duties in support of short- and long-range regional planning activities which include environmental, public facility, sustainability, energy, land use, health, transportation, transit, active transportation, rail, goods movement, demand management, social equity, interregional, and binational planning; gather, analyze, and report on social, economic, and regional planning data.

Salary Range: Analyst I: \$53,833 - \$83,442/year; Analyst II: \$59,351 - \$91,995/year;
Associate Analyst: \$65,435 - \$101,424/year

Education, qualifications, experience, and demonstrated capabilities for the above noted positions are as follows:

- **Education:** A bachelor's degree with major course work in urban, regional, or transportation planning, geography, or a related field. An advanced degree is desirable.
- **Experience:** Senior positions require 5 years, and the Regional Planner I/II/Associate requires 1 to 3 years of recent professional experience in the area of interest.
- **Demonstrated capabilities:** Demonstrated knowledge of the principles, practices, and current trends related to regional program planning; knowledge of federal, state, and local laws, regulations, and requirements pertaining to regional policies, programs, and plans; knowledge of current political trends and recent technological enhancements; experience developing programs and delivering projects and services in support of regional planning initiatives; experience managing technical research and planning studies and evaluation; supervising and evaluating the work of employees; experience evaluating internal business processes and balancing workload with staff resources; experience providing leadership and direction for assigned programs; ability to delegate authority and responsibility; successful project management experience including preparing budgets and schedules; RFPs, scopes of work, and contracts; experience evaluating proposals and selecting and managing consultants; demonstrated ability to establish and maintain cooperative and collaborative relationships with those contacted in the course of work including local, state, and federal agencies, project partners, consultants, and committees; ability to gain cooperation and consensus through discussion and persuasion; outstanding written and oral presentation skills and the ability to communicate technical information effectively to a broad range of audiences; experience preparing clear and concise administrative and management reports; experience preparing and delivering presentations and recommendations to audiences with diverse viewpoints; ability to exercise discretion and political acumen in dealing with complex, sensitive, and confidential issues and conflicting agendas and positions; experience managing and developing effective public outreach efforts to inform, educate, and involve the public in the regional planning process; excellent organizational

skills and the ability to manage several concurrent projects at various stages of completion; ability to establish and maintain priorities and work independently.

Planning Intern

Ideal for a student or recent graduate, this position provides a “hands-on” learning experience in the planning profession. Examples of intern responsibilities include: contribute as a team member to various research projects and planning studies; participate in meetings and liaise with project partners; assist with coordinating activities and meeting logistics; ability to independently complete assignments that involve researching, analyzing, and synthesizing information into written summaries, reports, or recommendations; ability to conduct field research and reporting.

Hourly Rate: Undergraduate-level interns will be paid \$15/hour; interns with a bachelor’s degree or higher will be paid \$18/hour; this is a one-year part-time opportunity working 20-29 hours per week

Education and experience for this position include:

- **Education:** Undergraduate or graduate level with major course work in regional, urban or transportation planning, geography, demography, economics, environmental science, or a related field.
- **Experience:** Knowledge of current issues, trends, policies, regulations, and an interest in regional planning program areas such as: Goods Movement, Land Use, Social Equity, Smart Growth, Transit, Corridor Planning, Environmental Mitigation and Habitat Conservation, Long Range Transportation, Active Transportation, Innovative Mobility Connectivity, Sustainability, Climate Mitigation, Adaptation, and Resilience, Regional Housing, and Government Relations/Borders. Ability to independently complete assignments that involve researching, quantitative analysis, and synthesizing information into written summaries, reports, or recommendations. Proficient computer skills with Microsoft Word, Excel, PowerPoint, and Internet research. Knowledge of GIS is desirable. Ability to communicate with various audiences using excellent interpersonal, written, and oral communication skills; proficiency with the Spanish language is desirable for some positions. Excellent organizational skills, attention to detail, and ability to multitask and work on several projects simultaneously.

Job Openings in Government Relations and Communications

Manager of Government Relations

Plan, supervise, manage, and oversee the activities and operations of the Government Relations program; coordinate assigned activities and functions with other SANDAG departments, the Board of Directors, Policy Advisory Committees, member agencies, and outside organizations; and provide highly responsible and complex professional support to the Director of Government Relations.

Salary Range: \$92,073 - \$142,714/year; this is offered as a one-year Limited-Term position

Senior Government Relations Analyst

Supervise, plan, coordinate, and participate in a wide variety of advanced level professional, analytical, and administrative government relations duties including monitoring and analyzing state and federal legislative and policy initiatives, liaising with local, state, and federal representatives, and coordinating activities that foster collaboration between SANDAG and neighboring jurisdictions.

Salary Range: \$79,537 - \$123,282/year; this is offered as a one-year Limited-Term position

Education, qualifications, experience, and demonstrated capabilities for the above noted positions are as follows:

- **Education:** A Bachelor's degree from an accredited college or university, with major course work in political science, regional planning, public or business administration, International relations, or a related field. A Master's degree is desirable.
- **Experience:** Manager positions require seven years and Senior positions require five years of increasingly responsible, professional legislative analysis or governmental relations experience, including two years of supervisory experience.
- **Demonstrated capabilities:** Knowledge of operational characteristics, practices, and activities as they apply to a comprehensive Government Relations program; various federal, state, and local laws, codes, and regulations pertaining to SANDAG programs, activities, and operations; State and federal legislative processes and budget cycles; modern and complex principles and practices of inter-regional and bi-national planning program development and administration; advanced project management principles and concepts; principles and practices of personnel management, including supervision, training, and performance evaluation; and advanced marketing and public relations principles and concepts. Experience providing administrative, management, and professional leadership for the Government Relations program; develop, implement, and administer goals, objectives, and procedures for providing effective and efficient Government Relations programs and services; select and supervise staff; provide training and development opportunities; ensure work is performed effectively; evaluate performance in an objective and positive manner; establishing and maintaining cooperative working relationships with those contacted in the course of business, including member agencies, community groups, contractors, and the public.

Graphic Designer

Perform and coordinate professional, analytical, and administrative graphic design duties, including the production, design, and revision of various graphic communications materials and photographic artwork for print and/or digital output.

Salary Range: Designer I: \$48,401 - \$70,182/year; Designer II: \$51,270 - \$79,468/year;
Associate Designer: \$56,525 - \$87,614; this is offered as a six-month Limited-Term position

Education, qualifications, experience, and demonstrated capabilities for this position include:

- **Education:** A bachelor's degree with major coursework in graphic design, communication, marketing, business or public administration, or a related field.
- **Experience:** One to three years of professional graphic design experience.
- **Demonstrated capabilities:** Software expertise in Adobe Photoshop, Illustrator, InDesign, PowerPoint, and Microsoft Office is required; strong attention to detail; demonstrated experience designing marketing and advertising content in a fast-paced environment, collaborating with diverse geographically dispersed teams; design expertise in typography, layout, color, and brand systems; clear communication and contemporary design; well organized; can present complex information in engaging charts, graphs, images; and demonstrates the ability to independently lead all aspects of the design process from conception to completion.

Job Openings in Administrative Support

Executive Assistant

Perform a range of highly skilled and specialized administrative and secretarial duties for several agency Executives, and provide information and assistance to agency employees, elected officials and staff from member agencies, community leaders, and the public regarding SANDAG services, programs, policies, and procedures.

Salary Range: Executive Assistant I: \$53,833 - \$83,442/year; Executive Assistant II: \$59,351 - \$91,995/year

Education, experience, and demonstrated capabilities for this position include:

- **Education:** A high school diploma or equivalent supplemented by specialized secretarial training or college level business courses.
- **Experience:** Seven years of increasingly responsible experience providing administrative support to Senior Executives.
- **Demonstrated capabilities:** Proficiency using various programs from the Microsoft Office Suite and other PC-based applications; experience providing complex administrative support services for senior executive staff, elected officials, municipal government, city/county departments, and operations is desirable; experience scheduling and coordinating a high volume of appointments/meetings with numerous attendees, and maintaining a calendar of activities, meetings, and events for senior executives; demonstrated ability to understand appointment priorities and negotiate requests for time; advanced document formatting and ability to create and format a wide variety of electronic documents ranging from routine letters and memos, complex agendas and reports, notes, and more; experience coordinating employee travel requests and preparing expense reports/requests for reimbursement; ability to work well under pressure; effective time management skills; excellent organizational skills and the ability to exercise good judgment, work independently, and meet strict deadlines; experience in records management; experience preparing invoices for payment; ability to research, gather, organize and arrange a diverse range of information; strong verbal and written communication skills; ability to establish and maintain effective working relationships with department executives, elected and appointed officials of other governmental agencies, employees, community and business leaders, the public and others encountered in the course of work. Familiarity with data analytics/research programs are desirable.

Further Information

SANDAG will accommodate persons who require assistance in order to apply for a position at SANDAG. Applicants requiring an accommodation due to a disability during any stage of the recruitment and selection process, including requesting this document and related application materials in an alternative format, should make their needs known by contacting Human Resources at hr@sandag.org, (619) 699-1900, (619) 699-1904 (TTY), or fax (619) 699-6905.

All newly hired SANDAG employees are subject to an annual driving record check; additional background checks (e.g. criminal checks, credit checks) may be required depending on the scope of job responsibilities. All new employees must show acceptable proof of identity and evidence of authorization to work in the United States within three days of hire.

SANDAG is an Equal Opportunity Employer