



**BOARD ADMINISTRATIVE OFFICER/
DISTRICT SECRETARY**



**BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

THE COMMUNITY

The East Bay, part of the dynamic San Francisco Bay Area, offers a rich blend of culture, vibrant neighborhoods, and thriving economic opportunities. With its mild, year-round climate, residents enjoy an active outdoor lifestyle, from sailing and fishing in the Oakland Estuary to exploring nearby parks and trails. Food and wine enthusiasts can visit the renowned wineries of Napa Valley or savor world-class dining experiences, while the excitement and cultural offerings of San Francisco are just minutes away. For weekend adventures, the East Bay provides easy access to Lake Tahoe, the Sierra Mountains, and the scenic coastlines of Monterey, Carmel, and Mendocino—plus quick flights to Southern California—making it a perfect place to live, work, and explore.

The City of Oakland is the dynamic heart of the East Bay, offering a thriving urban environment for its 430,000 residents and attracting thousands of visitors each year. Known for its remarkable culinary scene, rich cultural diversity, and strong sense of community, Oakland celebrates a legacy of activism alongside a vibrant arts, literary, and music heritage. Residents enjoy easy access to professional sports, expansive parks, and countless recreational and entertainment opportunities. The city is also a hub for education, with eight four-year colleges—including the prestigious University of California, Berkeley—and ten community colleges, making it a place where talent, innovation, and culture come together.

THE DISTRICT

AC Transit is a diverse, innovative, award-winning transit agency that has been in operation since 1960 and is the largest public bus-only transit system in California, and the third largest bus-only transit agency in the United States. Based in Oakland, California, with multiple facilities throughout Alameda and Contra-Costa Counties, AC Transit's more than 2,190 employees, the majority of whom are represented by the Amalgamated Transit Union, Local 192, make bus service available to 1.5 million East Bay residents that populate its 364 square mile service area. With an operating budget of \$606 million for fiscal year 2025-26, AC Transit operates a fleet of 630 buses and six facilities and is working toward a 100% tailpipe emission-free fleet. AC Transit has also established the Zero Emission Bus University, a renowned workforce development program, recognized by the state of California and the federal government for excellence in technical training, career development, and apprenticeships. AC Transit connects to 17 other transit systems, 22 BART stations, six Amtrak stations and three ferry terminals.

AC Transit has captured numerous awards in recent years, and in 2023 was honored as the Outstanding Public Transportation System of the Year by the American Public Transportation Association. AC Transit's mission is to deliver safe, reliable, sustainable transit service that responds to the needs of its customers and community.

AC Transit's core values include safety, service, environmental sustainability, innovation, integrity, and trust. To learn more about AC Transit, visit:

www.actransit.org/about

Organized as a special district under California law, AC Transit is not a part of or under the control of Alameda or Contra Costa counties or any other local



or state jurisdictions. It is governed by a seven-member, directly elected Board of Directors. Six Directors represent constituencies within geographic wards, and one represents the entire district at large. The District will fully transition to a seven-ward election system with the November 2026 election. Three Board Officers report directly to the Board and include the General Manager/Chief Executive Officer, General Counsel/Chief Legal Officer and Board Administrative Officer/District Secretary.

The Office of the District Secretary at AC Transit is a highly organized, respected, and well-established operation that plays a central role in supporting effective governance for the District's Board of Directors. Over the years, the office has continuously modernized its processes, implementing advanced technology to improve efficiency and transparency. The team utilizes a modern agenda management platform, electronic filing systems for Form 700 compliance, electronic document management system, and paperless Board agendas—practices adopted well ahead of many public agencies. The office is supported by a knowledgeable and experienced staff, and the Board itself is comfortable working in a digital, technology-forward environment. As a result, the incoming Board Administrative Officer/District Secretary will step into a well-run, turn-key operation from day one, providing a strong foundation and opportunity to further enhance governance practices, technology, and service to the Board and the public.

THE POSITION

Under policy direction of the Board of Directors, the Board Administrative Officer/District Secretary oversees the administration of all programs, services, activities, and staff within the Office of the District Secretary. The incumbent provides strategic leadership for the Office, establishes departmental goals and priorities, and ensures the administrative support necessary to facilitate the official business of the District.

The Board Administrative Officer/District Secretary ensures compliance with applicable laws, policies, and regulations within the policy framework established by the Board. The role coordinates and administers meetings of the Board and serves as the official recorder of



Board actions. The incumbent also serves as the filing officer for the District's Conflict of Interest Code, acts as the District's Elections Official, manages Board-adopted policies and administrative regulations, and performs related duties and special projects as assigned.

This is an at-will, unrepresented position. The incumbent is appointed by and serves at the pleasure of the Board of Directors. The Board Administrative Officer/District Secretary also serves as Corporation Secretary for the AC Transit Financing Corporation Board of Directors and administers all related meetings.

Primary responsibilities include, but are not limited to:

- Provides strategic leadership for the Office of the District Secretary, establishing departmental policies, priorities, and objectives, and ensuring programs deliver services effectively and efficiently.
- Collaborates with Board members, executive leadership, staff, advisory bodies, community organizations, and government agencies to facilitate official District business.
- Manages and develops staff, including recruitment, supervision, mentoring, performance evaluation, and professional development.
- Oversees preparation of agendas, staff reports, and supporting materials for Board and various Board-appointed committee meetings in consultation with the Board, the General Manager/Chief Executive Officer, and the General Counsel/Chief Legal Officer.
- Coordinates the workflow of documents presented for Board meetings and processes materials related to Closed Session matters.
- Provides guidance and recommendations to Board Officers, Board members, and staff on matters before the Board.
- Serves as the District's Elections Official and oversees administrative procedures for Board elections and ballot measures, including coordination with county election officials.
- Serves as Filing Official for the District's Conflict of Interest Code, ensuring compliance with the Political Reform Act and conducting the required biennial review of the Code.
- Prepares and maintains official Board records, including meeting minutes, resolutions, ordinances, correspondence, and the legislative history of Board actions.
- Provides staff support to the Board through research, analysis, and preparation of reports and recommendations.
- Oversees Board travel and expense reimbursements to ensure compliance with Board policies and provides documentation for external audits.
- Maintains records of Board business, tracks pending items, and keeps Board members and the General Manager/Chief Executive Officer informed of status.
- Attends all Board and Executive Staff meetings, including Closed Session meetings as appropriate.



- Oversees the Board's website and public meeting information systems and provides training on staff report preparation and agenda management systems.
- Manages appointments to oversight bodies and coordinates onboarding and orientation for newly elected Board members, including administering the Oath of Office.
- Maintains and coordinates periodic review of Board policies and consults with departments on policy development.
- Directs preparation and administration of the Board of Directors' and District Secretary's budgets.
- Oversees reapportionment of the District's seven wards, ensuring compliance with state and federal law, including required public outreach and hearings.
- Participates in the development of the District's Strategic Plan and monitors emerging laws, regulations, and best practices affecting the Office.
- Serves as the District's official representative for legal service and responds to public inquiries regarding Board matters.
- Prepares required filings with the Secretary of State for the AC Transit Board of Directors and the AC Transit Financing Corporation.
 - Performs other duties and special projects assigned by the Board.



THE IDEAL CANDIDATE

AC Transit is seeking a collaborative, ethical, responsive, and professional self-starter as their next Board Administrative Officer/District Secretary. The ideal candidate brings strong public-sector governance expertise, executive leadership experience, and exceptional customer service, organizational, and communication skills to support AC Transit's mission of providing safe, reliable, and equitable public transportation. An effective communicator and people-oriented professional, this individual will serve as the official custodian of Board records and ensure compliance with open government

requirements, including the Ralph M. Brown Act, while planning and managing Board meetings, preparing agendas and minutes, and maintaining the integrity and accessibility of official records and resolutions. The candidate will be experienced in running meetings, possess strong technical expertise in the functions of the role, and be recognized as a subject matter expert who can confidently guide governance processes.

Working closely with the General Manager/Chief Executive Officer and Board leadership, the Board Administrative Officer/District Secretary will provide guidance on governance best practices and procedural matters, operating with the strategic mindset of a chief of staff. The role also oversees key administrative functions such as board services, policy coordination, executive office administration, and records management, ensuring clear internal communication across departments while utilizing technology to improve efficiencies and expand access to information. In partnership with executive leadership, the ideal candidate will help advance agency priorities through executive-level coordination, support cross-departmental initiatives, and contribute to performance monitoring and organizational accountability.

Equally important, the selected candidate will demonstrate integrity, professionalism, and respect in all interactions, value feedback, and remain composed and resilient in high-pressure or politically sensitive situations. This individual will promote transparency and public trust by ensuring timely public access to board materials and collaborating effectively with elected officials, community stakeholders, and partner agencies.

QUALIFICATIONS AND EXPERIENCE

EDUCATION

Equivalent to a bachelor's degree from an accredited college or university. Additional qualifying administrative or Board support experience may substitute for the required education on a year-for-year basis.

EXPERIENCE

Eight (8) years of progressively responsible administrative support experience for executive leadership with frequent public contact, including:

- Six (6) years in a public or governmental agency providing direct support to an elected board or council operating under the Brown Act at the level of Assistant District Clerk, Deputy Clerk of the Board, or equivalent; and
- Four (4) years of supervisory, management, or project leadership experience involving oversight of employees; or
- Four (4) years of experience equivalent to the District's classification of Assistant District Secretary.

LICENSE/CERTIFICATION

Certification as a Certified Municipal Clerk (CMC) at the time of hire or the ability to obtain, a Certified Municipal Clerk certification within two (2) years of appointment.



COMPENSATION

The annual salary for the Board Administrative Officer/District Secretary is \$190,000 - \$210,000; placement will be dependent on experience and qualifications and is negotiable.

AC Transit also offers an excellent benefits package including:

- Health Insurance
- Dental Care
- Vision Care
- Flexible Spending Accounts
- Life Insurance
- Retirement
- Deferred Compensation Plan
- Paid Holidays
- General Leave (Paid Time Off)
- Tuition Reimbursement
- Wellness Program
- Employee Assistance Program
- Free Transportation on AC Transit

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

Filing Deadline:

May 6, 2026

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with AC Transit. Candidates will be advised of the status of the recruitment following selection of the Board Administrative Officer/District Secretary.

If you have any questions, please do not hesitate to call Valerie Phillips at:

(916) 784-9080

