

**POSITION:** **CUSTOMER RELATIONS ASSISTANT (PS101531)**  
Position represented by International Brotherhood of Teamsters Local 856

**LOCATION:** **San Rafael, CA – San Rafael Transit Center**

**SALARY RANGE:** **\$28.49 - \$34.38 per hour plus benefits (40-hour work week)**  
**+\$0.50 per hour (Bi-lingual Pay)**  
*Employee pays 7% of salary/wage toward CalPERS retirement plan*

**OPENINGS:** **1 Vacancy and to Create an Eligibility List**

**OPEN TO:** **All Eligible Applicants**

**DATE POSTED:** **May 10, 2021**

**CLOSING DATE:** **May 23, 2021**

### **Position Summary**

Under the direct supervision of the Customer Relations Supervisor, this position is responsible for Customer Service activities supporting all District transportation services including Bridge, Bus and Ferry Services and contract agency(ies). The Customer Relations Assistant provides the public with information concerning Golden Gate Bridge, Bus and Ferry systems both over the phone and in person; conducts complaint tracking, investigates, reviews, and resolves complaints. Responsibilities include regular contact with patrons, operating personnel and all levels of District staff to promote and maintain both internal and external customer service. The work is performed in a busy office environment, which requires multi-tasking and prioritizing. Individuals in this position represent the District as required in the field including transit fairs.

### **Minimum Qualifications**

#### **Education and/or Experience:**

- A minimum of three years recent position-related customer service experience is required. Experience in public transportation is highly desirable
- A minimum of two years' experience using personal computers and software programs with at least beginner skills in Microsoft Office applications, specifically Word and Excel required
- Bilingual in Spanish and English (speak, read and write) required

#### **Required License:**

Must possess and maintain a current, valid California driver's license and satisfactory driving record. May operate District vehicle.

**Physical Requirement:**

- Must be able to lift 25 lbs. minimum as necessary
- Must communicate clearly and verbally and listen effectively with customers in person and over the telephone
- Must be able to work in a shared office environment with some mobility limitations and without frequent breaks

**Essential Responsibilities**

- Promotes customer relations functions in accordance with District values and goals
- Independently receives, reviews, and resolves complaints from the public and works with applicable agency staff and departments to conduct independent investigations and provide responses
- Processes complaints via applicable database system. Answers public comment received through varied methods and determines routing for comment. Independently analyzes and completes written correspondence in response to routine customer queries and complaints
- Operates telephone Automatic Call Distribution System (ACDS), and provides the public with information concerning each District division and contract agency(ies) and records public comment
- Analyzes data associated with public comment received; prepares periodic reports utilizing a variety of internal programs and logs for each division and contract agency(ies)
- May assume senior lead role for other Customer Service Representatives in the absence of the Customer Relations Supervisor
- Interacts with the public as an advocate for improved public transit service
- Acts as a resource for the Planning, Public Information/Public Relations, Marketing, Maintenance, Scheduling and Operations functions including contracted local public transportation agencies and local government
- Applies knowledge of public transit operations when recommending appropriate courses of action to solve operating issues of the District. Determines the most effective approach and methodology to complete assignments
- Recommends, interprets, and implements policies and practices to improve operations. Independently uses the District's values and behaviors model to explain reasons for decisions affecting department operations
- Trains new staff members as necessary. Maintains training manual and operating procedure manual
- May assist with preparation of weekly work schedule. In case of emergency, contacts staff via telephone to fill open shifts
- Handles customer service tasks such as processing lost & found items, selling commuter tickets and discount tickets, and processing applications for bridge discount tolls and senior/persons with disabilities applications
- May assist management as a liaison for various District committees (Advisory Committee on Accessibility, Bus Passenger Advisory Committee, Ferry Passenger Advisory Committee, Marketing Committee, and Scheduling Committee) and to other public agencies and community interest groups to facilitate understanding and access to District services and improve operations

- Interacts with other District personnel and contract agency(ies) to establish a positive working relationship with each employee and with the customers served
- Maintains and monitors record-keeping systems related to Customer Service Center and comments from the public so reporting can be made to District staff as requested
- Regular and reliable attendance and performance required

## **Required Knowledge, Skills and Abilities**

### **Knowledge of:**

- Principles and practices of customer relations and complaint resolution techniques
- Operating policies, rules, and regulations, transit lines, equipment and schedules

### **Ability to or Skill in:**

- Translate, speak, write and read in English and Spanish fluently
- Interact with all levels of patrons, personnel, other public agency employees, and officials to promote excellent customer service. Establishes and maintains cooperative and positive working relationships with all personnel and customers
- Respond professionally, accurately, and pleasantly to customer needs using the District values and goals as a foundation
- Access and interpret data in the District's Bus Scheduling and Dispatch (HASTUS) system
- Independently research and collaborate to contribute to the knowledge base for customer Service
- Communicate calmly, clearly, and pleasantly in a professional manner with all callers and effectively obtain information from callers who may have difficulty communicating or who may be angry or upset
- Determine the information needed by customers when not clearly requested
- Quickly and effectively solve customer problems
- Possess excellent conflict resolution skills
- Anticipate how individuals and groups will react to situations and information and plan accordingly
- Remain calm during stressful situations
- Interpret Board rulings and convey intent, rules, and policy to employees and the public
- Independently analyze problems and implement effective solutions
- Communicate effectively both orally and in writing
- Collect, organize and interpret information with a high level of accuracy and attention to detail
- Interact professionally and courteously with all encountered during the course of work
- Independently prepare clear, organized, complete, grammatically correct reports, correspondence, and memos as well as compose or design letters, forms and other materials
- Effectively use personal computer and the software programs required in the course of the work

## **APPLICATION PROCEDURE:**

**FAILURE TO MEET ANY OF THE REQUIREMENTS STATED MAY RESULT IN  
REJECTION OF YOUR APPLICATION**

**TO APPLY:** [www.goldengate.org/jobs](http://www.goldengate.org/jobs)

**Applicants must apply online by the deadline date. Applications received after the deadline will not be considered.**

The District's Human Resources Kiosk is available for filling out and submitting your online application and employment documents. The HR kiosk is located at the San Rafael Office. For directions and general information, visit our website [www.goldengate.org](http://www.goldengate.org).

***All notices related to District recruitments for which you apply will be sent via email. Please ensure the email address you provide on your application is correct, and add '@goldengate.org' as an accepted address to any email blocking or spam-filtering program you may use to ensure receipt of notification from the District regarding your recruitment application. The District is not responsible for notices that are not read, received, or accessed by any applicant for any District recruitment.***

**THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:**

1. Employment Application @ [www.goldengate.org/jobs](http://www.goldengate.org/jobs)
2. Supplemental Questionnaire
3. Resume

---

**THE SELECTION PROCESS FOR THIS POSITION may include:**

- Education, Training and Experience Assessment
- Skills Testing – *Bilingual Proficiency & Written Skills*
- Oral Panel Interview
- Department interview for final candidates
- Background, Employment and Security Investigation

(\*) The District will invite only those candidates whose qualifications **most closely match** the position requirements to continue in the selection process.

#### AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Golden Gate Bridge Highway and Transportation District to take all personnel actions on the basis of merit and other job-related factors, without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), disability: physical or mental, age (40 and older), genetic information, marital status, sexual orientation and identity, medical condition, political affiliation or military status.

**Applicants with Disabilities:** The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job-related examination process. If you have special needs, please call (415) 257-4535 (Human Resources).

Revised 02/15/2019

Revised 05.10.2021

Human Resources Administration  
GGBHTD  
1011 Andersen Drive  
San Rafael, CA 94901-5318