



GENERAL MANAGER

FC: ZF130
PG: GM

PC: 990
BU: 95
Revised: November 2003

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under policy direction of the Board of Directors, is responsible for the efficient operation of the District, which includes the implementation and coordination of all policies and the enforcement of all ordinances adopted by the Board of Directors through department heads, managers and employees; performs related work as assigned.

CLASS CHARACTERISTICS

This single position class has full charge of the acquisition, construction, maintenance and operation of all District facilities including the management of all business affairs of the District. Responsibilities include bringing policy and procedural matters and recommendations to the Board with staff recommendations and for implementing such policies upon approval. The incumbent serves for an indefinite term at the discretion of BART's Board of Directors.

EXAMPLES OF DUTIES – *Duties may include but are not limited to, the following:*

1. Develops and recommends policy and procedural actions regarding the operation of all District activities; directs the implementation of ordinances, goals, objectives, policies, procedures and work standards for the District through department heads and managers.
2. Is responsible for the acquisition, construction, maintenance and operation of all District facilities; is responsible for all business affairs of the District.
3. Oversees and coordinates the activities of Deputy General Manager, Assistant General Managers, and Executive Managers and other related staff who are responsible for implementing and administering all activities within their functional areas.
4. Administers, through the Executive management staff, the personnel system adopted by the BART Board of Directors, including organized labor relations, equal employment opportunity and affirmative action provisions.
5. Ensures that financial, operational, administrative and other reports and information are provided to the Board in a timely manner.
6. Reviews and evaluates the activities of subordinate management and professional staff; confers with Executive staff and support for the Board, as required.

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7. Interprets District policies and procedures to management staff; is responsible for morale, productivity and discipline of District staff.
8. Represents the District and the Board in meetings with legislative bodies, governmental agencies, media, other transit organizations, professional and business organizations and the public.
9. Monitors developments and legislation related to District activities; evaluates their impact upon District operations, and recommends and implements policy and procedural improvements.
10. Through subordinate Executive staff, is responsible for identifying and developing system expansion projects.

QUALIFICATIONS

Knowledge of:

Principles, practices and techniques of administering all activities of a major metropolitan transit district.

Administrative principles and methods, including strategic planning, program and budget development and implementation and employee supervision.

Related Federal, State and local laws, codes and regulations.

Skill in:

Managing and directing a major metropolitan transit district.

Implementing adopted policies and ordinances through department heads and management staff.

Planning, organizing, administering, reviewing and evaluating all District engineering, operating, maintenance and business functions.

Selecting, training, motivating and evaluating assigned staff.

Developing, implementing and interpreting goals, objectives, policies, procedures, work standards and internal controls.

Analyzing complex objectives, evaluating alternatives and making creative recommendations.

Exercising sound independent judgment within general policy guidelines.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Representing the District effectively in meetings with others.

Preparing clear, concise and competent reports, correspondence and other written materials.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in business, engineering, or public administration, or a related field from an accredited college or university. An advanced degree is desirable.

Experience:

Eight (8) years of executive management experience over multifunctional program areas in a large public or private organization. Experience in transit or transportation system activities and functions is desirable.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing, or sitting for prolonged periods of time.