



Bay Area Rapid Transit

Invites applications for



Assistant General Manager, Administration

\$192,828 — \$292,135 /Annually (Non-Represented Pay Band 14)

Initial salary is negotiable between \$242,482.00 - \$265,000.00, commensurate with experience and education.

Post Date: Friday, March 22, 2024

An Equal Opportunity Employer - BART is an equal opportunity employer. Women, minorities, and persons with disabilities are encouraged to apply.

www.bart.gov/jobs

THE DEPARTMENT

Administration

THE POSITION

Bay Area Rapid Transit (BART) in San Francisco, California is seeking a dynamic and experienced executive who has proven leadership in significant management positions to serve as its Assistant General Manager of Administration.

Under direction from the General Manager and/or Deputy General Manager, provides strategic leadership and direction in the execution of long-term and short-term goals related to the activities and operations of the Office of Administration. Provides highly responsible and complex management and policy support to the General Manager; plans, directs, manages, and oversees the activities and operations of the Office of Administration which includes the Human Resources, Labor Relations, Procurement and Materials Management, and Performance and Learning Departments; coordinates assigned activities with other executive staff, departments, and outside agencies; performs related duties as assigned.

The ideal candidate will have extensive demonstrated experience in labor relations, procurement, employment, classification, compensation, benefits, human resource information systems, and employee services such as attendance management, workers' compensation, employee assistance, and mandatory drug and alcohol testing programs.

Candidates must have experience making formal presentations to governing boards, legislative entities, community groups, as well as working with BART's Board of Directors. Candidates must possess strong interpersonal skills and demonstrate the ability to build partnerships across an organization. Additionally, the AGM, Administration will be a strategic partner to the General Manager and/or Deputy General Manager and an integral member of the executive teamworking together in identifying and implementing creative strategies to further the organizations success and growth.

CURRENT ASSIGNMENT

- Managing and directing a comprehensive administration services program
- Developing and administering executive office and assigned departmental goals, objectives and procedures
- Analyzing and assessing programs, policies and operational needs and making appropriate adjustments
- Identifying and responding to sensitive community and organizational issues, concerns and needs
- Selecting, supervising, training, and evaluating staff
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Researching, analyzing and evaluating new service delivery methods and techniques
- Working effectively with labor unions in a participatory management environment
- Preparing clear and concise administrative and financial reports
- Preparing and administering large and complex budgets
- Interpreting and applying applicable Federal, State and local policies, laws and regulations
- Implementing services in conformity with District policies and legal requirements
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in Business Administration, Public Administration or a closely related field from an accredited college or university.

Experience: Nine (9) years of (full-time equivalent) professional verifiable experience in Human Resources Management, Business Management or related experience which must have included at least four (4) years of management responsibility.

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



BAY AREA RAPID TRANSIT



Careers at the San Francisco Bay Area Rapid Transit District (BART) offer the satisfaction of providing an invaluable public service, while accomplishing your own career goals, earning highly competitive pay, and enjoying an unparalleled benefits program. BART, one of America's premier heavy rail public transit systems, is located in the San Francisco Metropolitan area. With over 3,500 employees and an operating budget in excess of \$900 million annually, and headquartered in the heart of downtown Oakland, California, BART has a service area covering the 4 county area of San Francisco, San Mateo, Alameda and Contra Costa, a total population of over 4 million people. BART's current fleet of 669 railcars allows it to achieve an average weekday ridership of over 430,000 passengers throughout its 46 stations. BART, a wonderful career opportunity.

ESSENTIAL RESPONSIBILITIES



- Assumes full management responsibility for all executive office services and activities; oversees and participates in the development of policies and procedures.
- Oversees the development and implementation of executive office and assigned department goals, objectives, policies and priorities for each assigned service area.
- Oversees Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Oversees, through department management staff, the delivery of services for the Office of Administration; works with key staff to identify and resolve problems.
- Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
- Negotiates and implements the collective bargaining agreements; provides on-going administration of agreements for unions and associations; serves as a member of the Joint Labor Management Committee.
- Manages employee benefit programs to ensure competitive benefit programs and ensure compliance with leave programs.
- Conducts and directs the preparation of analytical studies and special projects.
- Serves as chairperson of the Investment Plans Committee; directs and administers the Deferred Compensation and Money Purchase Pension Plans.
- Monitors developments and legislation related to assigned areas of responsibility; evaluates impact on District operations; recommends and implements practice and procedural improvements.
- Selects, trains, motivates and evaluates assigned personnel; provides or coordinates management staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees and participates in the development and administration of the budget for assigned departments; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.



BENEFITS

RETIREMENT PROGRAMS

BART's pension plan is through the California Public Employees' Retirement System (CalPERS), and provides for a 2% @ 62 retirement formula for new employees who are also new to public retirement systems. Newly hired Employees who are members of CalPERS or a reciprocal retirement system, and who qualify as defined by CalPERS will receive the 2% @55 formula.

Deferred Compensation Plan (IRC 457) is offered.

BART does not contribute to Social Security. However, BART contributes to Money Purchase Pension Plan on behalf of the employee.

MEDICAL BENEFITS

Choice of HMO & PPO through CalPERS. For most plans, you only pay a monthly premium of \$164.68 for you and your dependents.

DENTAL BENEFITS

Coverage is \$2,000 per person per calendar year with no deductible. Covered services are generally provided at 90% and 100%. Orthodontia—lifetime max of \$3,500. Premium paid by BART.

VISION BENEFITS

Premium for basic plan is paid by BART. and enhanced plan available.

VACATION

Three weeks of paid vacation after 1 year of service. Four weeks after five years of service. Five weeks after 15 years of service. Six weeks after 19 years of service.

HOLIDAYS

Nine paid statutory holidays per year
Five floating holidays per year

SICK LEAVE

Twelve days per year

LIFE INSURANCE

Coverage is two times annual base salary. Premium paid by BART. Optional coverage available

DISABILITY BENEFITS

Premium for long and short-term disability are paid by BART. Optional coverage available.

OTHER BENEFITS

Education Assistance Program
Employee Assistance Program
Free BART Transportation
Note: Benefits are subject to change.

ESSENTIAL RESPONSIBILITIES

- Participating in the management of a comprehensive public rail transportation system new development program including the structures and systems
- Explains, justifies and defends assigned department programs, policies and activities; negotiates and resolves sensitive and controversial issues.
- Represents the Office of Administration to other executive staff, departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Provides staff assistance to the General Manager, participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings; stays abreast of new trends, legislation and innovations in the field of Administration.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Knowledge of:

- Operations, services and activities of a comprehensive administrative services program including human resources, information technology, procurement, real estate, and training and development.
- Advanced principles and practices of human resources management and development
- Advanced principles and practices of information technology programs
- Advanced principles and practices of public agency development procurement programs
- Advanced principles and practices of program development, implementation and administration
- Strategies for developing and for implementing organizational changes
- Methods and techniques of negotiating collective bargaining agreements
- Principles and practices of benefits program development and administration
- Principles and practices of contract administration
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Related Federal, State and local laws, codes and regulations

HOW TO APPLY

Identifying and responding to sensitive community and organizational issues, concerns, and needs

If you are interested in this outstanding opportunity, please contact Mr. Gregg A. Moser at gmoser@kapartners.com

Applications must be submitted (in completed form) by the closing date and time listed on the job announcement.

SELECTION PROCESS

Applications will be screened to assure that minimum qualifications are met. Those applicants who meet minimum qualifications will then be referred to the hiring department for the completion of further selection processes.

The selection process for this position may include a skills/performance demonstration, a written examination, and a panel and/or individual interview.

The successful candidate must have an employment history demonstrating reliability and dependability; provide copies of certificates, diplomas or other documents as required by law, including those establishing his/her right to work in the U. S.; pass a pre-employment medical examination which includes a drug and alcohol screen, and which is specific to the essential job functions and requirements. Pre-employment processing will also include a background check. (Does not apply to current full-time District employees unless specific job requires additional evaluations).



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