



Bay Area Rapid Transit

Invites applications for



Assistant General Manager, Performance & Budget

\$170,533—\$264,330 / Annually

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

BART's Executive Office of Performance and Budget is responsible for the activities and operations of Budgets, Financial Planning, Performance Management and Audit, and the Clipper program.

THE POSITION

BART is currently recruiting to fill the Assistant General Manager, Performance & Budget position. This position plans, directs, manages and oversees the activities and operations of the Office of Performance and Budget including Budgets, Financial Planning, Performance Management and Audit, and the Clipper program; coordinates assigned activities with other executive staff, departments and outside agencies; provides highly responsible and complex management and policy support to the General Manager and performs related duties as assigned.

This position assumes full management responsibility for all executive office services and activities including:

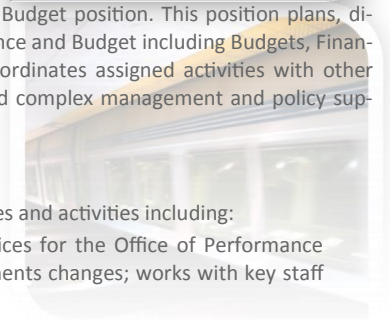
- Oversees, through departmental management staff, the delivery of services for the Office of Performance and Budget; identifies opportunities for improvement; directs and implements changes; works with key staff to identify and resolve problems.
- Assesses and monitors work load, administrative and support systems and internal reporting relationships.
- Communicates with internal and external customers to identify needs and resource problems; coordinates and allocates staff resources to meet these needs.
- Participates in District-wide decision-making through collaboration with Executive Staff and other District groups and teams.
- Provides strategic direction in policy, long and short-range financial planning, budgeting, financial analysis, business process and performance, and coordination of audits.
- Monitors developments and legislation related to assigned areas of responsibility; evaluates impact upon District operations and policy; recommends and implements policy 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.
- Represents the Office of Performance and Budget 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.
- Explains and supports assigned departmental programs, policies and activities; negotiates and resolves sensitive and controversial issues.
- Oversees the development and implementation of executive office and assigned departmental goals, objectives, policies and priorities for each assigned service area.
- 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.
- Staffs the Board of Director's standing Administration Committee; facilitates and oversees Board Action Review Committee in preparation for formal presentation to the Board of Directors.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of planning and development.
- Responds to and resolves difficult and sensitive citizen and media inquiries and complaints.

MINIMUM QUALIFICATIONS

Education: A Bachelor's degree in economics, public administration, business administration or closely related field from an accredited college or university.

Experience: Seven (7) years of (full-time equivalent) verifiable professional financial planning and budgeting experience which must have included at least four (4) years of management experience. Experience in a mass transit, transportation setting or city government preferred.

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.



HOW TO APPLY

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

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 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).



Bay Area Rapid Transit
Human Resources Department
300 Lakeside Drive, 20th Floor
Oakland, CA 94612

510.464.6112 ph
510.464.6254 fax
www.bart.gov/jobs

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 \$143.93 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.