



## ASSISTANT GENERALMANAGER, TRANSIT SYSTEM DEVELOPMENT

FC: ZF118  
PB: 14  
FLSA: Exempt

PC: 980  
BU: 95  
Created: July 2003  
Updated: March 2012

*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**

Plans, directs, manages and oversees the activities and operations of the Executive Office of Transit System Development including extension projects, finance and administration and the new vehicle systems integration, station, shops and structures capital program areas; 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.

### **CLASS CHARACTERISTICS**

This single position class is responsible for multiple development projects in areas such as field services, maintenance, engineering or specialized project areas including elevator/escalator rehabilitation, new rail car acquisition and rehabilitation. The incumbent is accountable for accomplishing departmental goals and objectives, and for furthering District goals and objectives within general policy guidelines.

### **REPORTS TO:**

The General Manager

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

1. Assumes full management responsibility for all executive office services and activities including extension projects, finance and administration, and the new vehicle systems integration, stations, shops and structures capital program areas; oversees and participates in the development of policies and procedures.
2. Oversees the development and implementation of executive office and assigned department goals, objectives, policies and priorities for each assigned service area.

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3. 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.
4. Oversees, through department management staff, the delivery of services for the Office of Transit System Development; works with key staff to identify and resolve problems.
5. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. Directs department projects including setting policies, goals and objectives and determining priorities to meet those objectives.
7. Directs large scale projects and contracts related to engineering and architectural interdisciplinary design and construction; directs the utilization of contracted consultant services on department projects; resolves disputes with construction contractors and negotiates major change orders.
8. Oversees the financial control and administration of extension projects including the development of new project scopes, criteria, budgets and schedules.
9. Oversees and coordinates department contract administration; directs the preparation of requests for proposals for consultant and contractor services; coordinates the review of principles; submits and presents recommendations to the General Manager and Board of Directors.
10. Oversees the engineering design, development, testing and procurement of new revenue vehicles and the rehabilitation of existing vehicles.
11. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates management staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
12. 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.
13. Explains, justifies and defends assigned department programs, policies and activities; negotiates and resolves sensitive and controversial issues.
14. Represents the Office of Transit System Development to other executive staff, departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.

15. Participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public transportation development services.
17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

## **QUALIFICATIONS**

### **Knowledge of:**

Operations, services and activities of a comprehensive public rail transportation system new development program including all structures and systems engineering, construction, financial and administrative program areas.

Principles and practices of civil and structural engineering.

Advanced principles and practices of program development, implementation and administration.

Principles and practices of transit system construction and development.

Principles and practices of construction project management.

Principles and practices of budget preparation and administration.

Principles and practices of contract negotiation and administration.

Principles of supervision, training and performance evaluation.

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

### **Skill in:**

Managing and directing a comprehensive public rail transportation system new development program including the structures and systems engineering, construction, financial and administrative program areas.

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.

Delegating authority and responsibility.

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.

Overseeing and managing a variety of transit engineering construction and projects.

Overseeing and coordinating contract administration of consultant contracts.

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.

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:**

A Bachelor's degree in engineering, business administration or a closely related field from an accredited college or university.

### **Experience:**

Seven (7) years of (full-time equivalent) verifiable professional experience in transit system program development and administration which must have included at least four (4) years of management experience.

### **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:**

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

**EEOC Code: 01**