



## DEPUTY MANAGING DIRECTOR, CAPITOL CORRIDOR

FC: ADM000028

PB: 12

FLSA: EXEMPT

PC: 960

BU: 95

Created: July 2008

*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**

Assists in the direction and management of the activities and operations of the Office of Capitol Corridor including, assist in the management and delivery of Capitol Corridor passenger rail services; coordinates assigned activities with other executive staff, departments and outside agencies; provides highly responsible and complex management and support to the Managing Director, Capitol Corridor, and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This single position class is responsible for assisting and providing complex and responsible management and policy support to the Managing Director, Capitol Corridor. The incumbent participates in the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area, and may serve as the Managing Director, Capitol Corridor in the absence of the latter.

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

1. Assists in the management responsibility for assigned services and activities including overseeing and directing the operation, management and delivery of Capitol Corridor passenger rail service; participates in the development and administration of policies and procedures.
2. Participates in the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends within departmental policy, appropriate service of staffing levels.
4. Participates in the selection and evaluation of assigned personnel; provides or coordinates management staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

5. Assists in the establishment, within appropriate policy, appropriate levels of intercity passenger rail service and the staffing levels necessary to manage such services; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
7. Administers through District and contracted staff, the delivery of services for the Capitol Corridor program; works with key staff and contract partners (Amtrak, Union Pacific, Caltrans) to identify and resolve problems.
8. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
9. Oversees the development and monitoring of the annual business plan for the Capitol Corridor Joint Powers Board; submits to appropriate state agencies and departments as required and according to prescribed deadlines; answers questions and resolves discrepancies as needed.
10. Monitors, reviews and participates in the work of staff responsible for identifying and resolving legislative issues affecting and/or involving the Capitol Corridor Joint Powers Board at both the state and federal level.
11. Oversees related customer service programs and activities related to the Capitol Corridor passenger rail service.
12. Assists in the administration of all aspects of passenger railroad operations and maintenance performed by contracted entities..
14. Oversees and participates in the development and administration of the Capitol Corridor Joint Powers Board budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
15. Oversees and coordinates consultant contract administration; resolves disputes with contractors and negotiates major change orders.
16. Supports the assigned department programs, policies and activities; negotiates and resolves sensitive and controversial issues.
17. Represents the Capitol Corridor Joint Powers Board to other executive staff, departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
18. 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.

19. Attends and participates in Capitol Corridor Joint Powers Board meetings and other professional group meetings; prepares, reviews and coordinates meeting agendas as assigned; stays abreast of new trends, innovations and legislation in the field of public transportation.
20. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

**QUALIFICATIONS**

Operations, services and activities of a comprehensive passenger rail program.

Advanced principles and practices of mass transit.

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

Advanced principles and practices of legislative interpretation and participation.

Principles and practices of customer service related to mass transit and passenger rail programs.

Methods and techniques of developing annual business plans.

Principles and practices of budget preparation 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 passenger rail program.

Developing and administering joint powers authority/board of directors' 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.

Interpreting and participating in the development of legislation.

Evaluating and improving customer service methods.

Developing and monitoring annual business plans.

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 the work.

Negotiating contractual issues with contact partners (Amtrak, Union Pacific, Caltrans)

**Other Requirements:**

Must be willing to work off-hour shifts, weekends and holidays.

Must be able to lift and carry 15 pounds to waist height.

Must possess a valid California driver's license and have a satisfactory driving record.

## **MINIMUM QUALIFICATIONS**

### **Education:**

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

### **Experience:**

Six (6) years of (full-time equivalent) verifiable professional public or private transportation experience which must have included at least three (3) 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.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Office environment, exposure to computer screens. Occasional outdoor work and occasional exposure to heat.

### **Physical Conditions:**

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

**BART EEO-1 Job Group:** TBD

**Census Code:** TBD

**Safety Sensitive:** TBD