



DEPUTY GENERAL MANAGER

FC: ZF110
PB: 14
FLSA: Exempt

PC: 985
BU: 95 (NR)
Created: 1994
Revised: January 1, 2017

*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

Provides highly responsible and complex assistance and support to the General Manager in the direction and management of major District departments including Operations; System Safety; Planning, Development and Construction; Administration and Budget; Office of the CIO; Civil Rights; External Affairs and Employee Services. Analyzes and implements policies and procedures; and provides highly responsible and complex management and policy support to the General Manager, Board of Directors, and executive managers; and performs related duties as assigned. In conjunction with the General Manager, coordinates with other Board Appointed Officers.

CLASS CHARACTERISTICS

This single position class provides direct assistance to the General Manager for comprehensive planning and management of District functions, programs and activities. The incumbent is accountable for accomplishing District goals and objectives within general policy guidelines. By Board resolution, the incumbent may also serve in the absence of the General Manager.

REPORTS TO

This position reports to the General Manager.

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

1. Provides assistance and support to the General Manager in the direction and management of major District departments; analyzes and implements policies and procedures; assists in the development and modification of District short and long-range plans; assists in the preparation of the annual budget; responds to and resolves public inquiries and complaints.
2. Plans, reviews and evaluates, in conjunction with the General Manager, the work of assigned subordinate management and professional staff; directs the selection of

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assigned staff in the General Manager's office; acts as General Manager in General Manager's absence.

3. Assists in developing and implementing the budget and long range goals for the District; monitors assigned budgets and approves expenditures as required.
4. Confers with District management regarding operational and support service activities and programs; directs and interprets District policies and procedures; ensures governmental and policy regulations are enforced.
5. Serves as project manager for a variety of special projects; facilitates project activities and resolves issues; develops and submits project reports to the General Manager and the Board of Directors.
6. Serves as staff and liaison for a variety of District management committees; provides highly responsible staff support to the General Manager.
7. Explains, justifies and defends District programs, policies and programs; negotiates and resolves sensitive and controversial issues.
8. Maintains communication with other government agencies to coordinate regional issues and represent the District; serves as liaison to executive managers, department heads, Board of Directors, and other external agencies.
9. Represents the District's interests and positions before legislative authorities at all levels of government; recommends policies and procedures.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a major metropolitan transit district.

Principles and practices of public administration.

Principles and practices of budget preparation and administration.

Principles and practices of contract administration.

Principles and practices of program development, implementation and administration.

Principles of management, supervision, training and performance evaluation.

Rules and regulations governing public meetings.

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

Skill in:

Assisting in the direction and management of operations, services and activities in assigned departments.

Interpreting and applying District policies, procedures, laws and regulations.

Planning, organizing and directing the work of lower level staff.

Delegating authority and responsibility.

Assisting in administering district-wide goals, objectives and procedures.

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Providing highly responsible assistance to the General Manager and the Board of Directors. Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
Researching, analyzing and evaluating assigned service delivery methods and techniques.
Understanding the organization and operation of the District and of outside agencies.
Interpreting and applying Federal, State and local policies, laws and regulations.
Preparing clear and concise administrative and financial reports.
Preparing and administering large and complex budgets.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining cooperative working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

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

Experience:

Seven (7) years of (full time equivalent) verifiable professional executive management or administrative experience in a public or private organization.

Other Requirements:

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

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's 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.

EEOC Code: 01

Safety Sensitive Designation: No