



## DEPARTMENT MANAGER, FINANCIAL PLANNING

JC: FF090  
PB: 12  
FLSA: Exempt

BU: 95(NR)  
Created: May 2002  
Revised: August 2018

*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 Financial Planning Department within the Performance and Budget Executive Office; oversees financial and long-range planning and fare policy; coordinates activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Assistant General Manager, Performance and Budget; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the full-scope, single position department manager-level classification which manages, through subordinate employees and managers, activities related to the development and management District's Financial Planning Department, including the corporate financial planning functions of the District, financial program development, funding, administration, monitoring, and reporting. The incumbent is accountable for accomplishing all departmental goals and objectives within general policy guidelines. This classification is distinguished from the Department Manager, Budget in that the latter is responsible for overseeing the development and implementation of the District's annual operating budget and the management, compliance and reporting for the District's capital programs.

### **REPORTS TO**

Assistant General Manager, Performance and Budget

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

1. Assumes full management responsibility for all Financial Planning Department services and activities, including District corporate financial planning functions, developing the Short-Range Transit Plan and Capital Improvement Program (SRTP/CIP), and the Asset Management Financial Plan.

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2. Administers fare policy, including setting new fares, fare analysis, implementing new fare programs, and ensuring compliance with Title VI.
3. Assumes management responsibility for ridership and operating revenue reporting, analysis, and projections.
4. Manages financial aspects of inter-agency operating agreements between BART and other agencies, including negotiations, forecasting, and analysis.
5. Assumes management responsibility for elements of the operating and capital program development, funding and administration; recommends and administers policies and procedures.
6. Supports funding planning and analysis for capital programs including developing funding scenarios and bond expenditure plans; advocates through the appropriate policy boards and committees; briefs senior management on capital funding issues; presents plans to funding agencies and policy boards.
7. Staffs the Budget Governance Group responsible for guiding the long-term financial plan to address asset management needs while maintaining financial stability.
8. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
9. Plans, directs, and coordinates the department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
10. Conducts organizational and operational studies; recommends modifications to programs, policies, and procedures as appropriate.
11. Monitors developments and legislation related to areas of responsibility; evaluates impact upon the District; recommends and implements policy and procedural improvements.
12. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
13. Serves as the liaison to other departments, elected officials and outside agencies; negotiates and resolves sensitive and controversial issues; attends and participates in professional group meetings; and stays abreast of trends and innovations.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations and activities of a comprehensive financial planning, analysis, and budget management and control program.
- Principles and practices of general, fund, and government accounting.
- Principles and practices of policy development and administration.
- Advanced methods and techniques of statistical and financial analysis.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Related Federal, State and local laws, codes and regulations.
- Related Federal and State legislation regarding transportation planning.

### **Skill in:**

- Overseeing and participating in the management of comprehensive financial analysis and operating and capital budget program.
- Managing a comprehensive capital development program.
- Planning, organizing, directing and coordinating the work of lower level staff.
- Delegating authority and responsibility.
- Selecting, supervising, training and evaluating staff.
- Researching, analyzing and evaluating new service delivery methods and techniques.
- Negotiating with Federal, State, and local funding authorities.
- Negotiating favorable financial terms for funding proposals.
- Identifying capital funding sources for proposed items or projects.
- Planning and directing capital funding strategies.
- Analyzing and identifying operational and workflow problems and recommendations.
- Identifying and responding to sensitive community and organizational issues, concerns and needs.
- 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.
- Identifying and responding to sensitive community and organizational issues, concerns and needs.
- 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 business administration, public administration, or a closely related field from an accredited college or university.

**Experience:**

Six (6) years of (full-time equivalent) verifiable professional financial planning and policy analysis 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.

**Physical Conditions:**

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

**EEO-1 BART Job Group:** 0500 – Executives/Managers

**Safety Sensitive:** No