



DEPARTMENT MANAGER, OPERATIONS PLANNING

JC: XF040
PB: 12
FLSA: Exempt

PC: 960
BU: 95 (Non-Rep)
Created: November 22, 2005
Revised: March 23, 2006

*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

Manages the District's Operations Planning Department, including Schedules and Bus Service Planning, Operations Analysis, and Fleet and Capacity Planning functions; provides an overall operations perspective that responds to day-to-day operations; merges day-to-day, short term, and long term planning for efficient scheduling, work program development and capacity impacts; provides expert professional assistance to District management staff in areas of responsibility; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class manages, through subordinate supervisors, the District's goal of providing a safe, reliable, high quality and economical transportation service by implementing efficient schedules, analyzing and optimizing system performance, and identifying future fleet requirements and system capacity issues. The incumbent is accountable for accomplishing all departmental goals and objectives and for furthering District goals and objectives within general policy guidelines.

REPORTS TO

This position reports to the Assistant General Manager, Operations.

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

1. Assumes full management responsibility for all departmental services and activities, including schedule and service planning, operational analysis and fleet and capacity planning.
2. Plans and implements the District's transit schedules and levels of service and adjusts schedules based on service needs.
3. Provides analyses and reports on the systems' on-time train performance and evaluates and recommends strategies to minimize vehicle delays.
4. Evaluates current and future service needs and capacity issues to develop a fleet management plan to accommodate service patterns and routes, future extensions, capital improvements and emergency situations.

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5. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Operations Planning Department; interprets District policies and procedures to employees.
6. Oversees and participates in the development and administration of the department's budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary; reviews and approves agreements and contracts.
7. Plans, organizes, administers, reviews and evaluates the activities of subordinate management, professional and support staff; directs the selection of assigned staff and provides for their training and professional development.
8. Coordinates department activities with those of other District departments to determine future car purchase requirements, functional interior design and project phasing and implementation.
9. Directs the preparation of a variety of periodic and special reports regarding departmental activities.
10. Monitors developments related to assigned areas of responsibility and evaluates the impact upon District operations and recommends and implements policy and procedural improvements.

QUALIFICATIONS

Knowledge of:

- Principles, practices and techniques related to schedule development and operations analysis activities in a transportation setting
- Principles and practices of human resources management and organizational development
- Administrative principles and methods, including goal setting, program and budget development and implementation and employee supervision
- Basic labor relations principles and practices
- Related Federal, State and local codes, laws and regulations
- Current office procedures, methods and equipment including computers and current software applications

Skill in:

- Assessing and evaluating delivered service needs and developing programs to meet these needs
- Planning, organizing, administering, reviewing and evaluating all aspects of operations
- Selecting, training, motivating, evaluating and providing leadership to assigned staff
- Developing, implementing and interpreting goals, objectives, policies, procedures, work standards and internal controls
- Analyzing complex problems, evaluating alternatives, making creative recommendations and implementing solutions
- Managing consulting and contract services
- Exercising sound independent judgment within general policy guidelines
- Establishing and maintaining effective working relationships with other Operating departments, including Transportation, RS&S, Maintenance and Engineering, and Training
- Representing the District effectively in meetings with others
- Preparing clear, concise and competent reports, correspondence and other written materials

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- Operating office equipment including computers and supporting word processing and spreadsheet applications
- Communicating clearly and concisely, both orally and in writing

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in transportation engineering, business administration or a closely related field from an accredited college or university. A Master's degree in one of the above listed majors is preferred.

Experience:

Six (6) years of (full-time equivalent) verifiable management and administration experience in the area of operations planning (scheduling, analysis and/or planning), which must have included at least three (3) years of supervisory experience in a transportation environment.

Other Requirements:

Must possess a valid California driver's license by time of appointment and have a satisfactory driving record.

Must be willing to travel locally and out of state as required.

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; field environment; travel from site to site.

Physical Conditions:

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

BART EEO-1 Job Group: 0500 - Executives/Managers
Census Code: 0430 - Miscellaneous Managers
Safety Sensitive: N