



DEPARTMENT MANAGER, FINANCIAL SERVICES

JC: FF090
PB: 12
FLSA: Exempt

PC: 960
BU: 95 Non Rep
Created: May 2002
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*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 assigned departments within the Administration and Budgets Executive Office. Major functional areas include but are not limited to operating and capital budgets; financial and long range planning; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the Assistant General Manager, Administration and Budget; performs related duties as assigned.

CLASS CHARACTERISTICS

This class manages, through subordinate managers and supervisors, activities related to the development and management District's operating and capital departments. The positions are responsible one or more of the departmental areas within the corporate financial planning functions of the District, including elements of financial program development, funding, administration, and monitoring and reporting.

REPORTS TO:

Assistant General Manager, Administration and Budgets, and/or his/her designee.

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

1. Assumes full management responsibility for one or more of the departmental services and activities including grant development, funding, monitoring and control, and administration of the District's capital program and project budgets; recommends and administers policies and procedures.
2. Manages District corporate financial planning functions, including developing the Short Range Transit Plan and Capital Improvement Program (SRTP/CIP); and the Asset Management Financial Plan.
3. Ensures supply of power for District operations; oversees the power budget; seeks alternative sources of power; researches and recommends energy conversation

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programs; seeks passage of legislation required to gain access to alternative sources of power.

4. Assumes management responsibility for all departmental services and activities including relevant elements of operating and capital program development, funding and administration of the District's capital program and project budgets.
5. Plans, directs and coordinates, 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.
6. Administers fare policy, including setting new fares, fare analysis, implementing new fare programs, and ensuring compliance with Title VI.
7. Manages financial aspects of inter-agency operating agreements between BART and other agencies, including negotiations, forecasting, and analysis.
8. Manages funding planning and analysis for capital programs; develops funding scenarios and bond expenditure plans; leads negotiations and advocacy through the appropriate policy boards and committees; briefs senior management on capital funding issues; presents plans to funding agencies and policy boards.
9. Staffs the Budget Governance Group responsible for guiding the long-term financial plan to address asset management needs while maintaining financial stability.
10. Conducts a variety of organizational and operational studies and investigation; recommends modifications to programs, policies, and procedures as appropriate.
11. Assumes management responsibility for ridership and revenue reporting analysis, and projections. Directs statistical, financial, and economic studies for the District.
12. Monitors developments and legislation related to assigned areas of responsibility; evaluates impact upon District operations; recommends and implements policy and procedural improvements.
13. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
14. 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.

15. 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.
16. Serves as the liaison to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations. Negotiates and resolves sensitive and controversial issues.
5. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of capital development and funding.

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 and relevant managerial or administrative experience which includes Budget Analysis, and/or financial planning and policy analysis, organizing and planning staff activities, and preparing financial plans which must have included at least three (3) years of management and administrative 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.

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