



GROUP MANAGER, SYSTEMS CAPITAL PROGRAM

FC: EF108
PB: 12

PC: 960
BU: 95
March 2002

*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 Systems Capital Program within Transit System Development including project management services for train control and operations system development and implementation on assigned renovation programs; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Executive Manager, Transit System Development; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class manages through subordinate division managers, supervisory and professional staff, all activities throughout the District including project management services for elevators/escalators, communications, train control, traction power and other systems. The incumbent is accountable for accomplishing departmental goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from Executive Manager, Transit System Development in that the latter has overall responsibility for all engineering and management functions related to capital programs.

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

1. Assumes full management responsibility for all program services and activities including project management services for train control and operations systems development and implementation on assigned renovation programs; recommends and administers policies and procedures.
2. Manages the development and implementation of program goals, objectives, policies and priorities for each assigned service area.
3. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.

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4. Plans, directs and coordinates, through subordinate level staff, the Systems Capital Program'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.
5. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. Provides various engineering services and advice in support of systems renovation and capital improvement projects; provides contract oversight for consultant services.
7. Manages and oversees train control systems development in extensions programs; provides support in resolving complex systems issues.
8. Manages and oversees facility systems development and rehabilitation programs including elevators, escalators and related equipment.
9. Manages credit/debit ticket and other machine projects; oversees system development, initiation and installation.
10. Oversees the development and modernization of fare collection programs.
11. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
12. Oversees and participates in the development and administration of the program budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
13. Explains, justifies and defends programs, policies and activities; negotiates and resolves sensitive and controversial issues.
14. Represents the Systems Capital Program to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
15. Provides staff assistance to the Executive Manager, Transit System Development; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of transit system development.

17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

Operations of a comprehensive systems development program.
Principles and practices of train control engineering.
Principles and practices of traction power engineering.
Operational characteristics of fare collection systems.
Principles and practices of policy development and administration.
Operational characteristics of elevator and escalator equipment.
Principles and practices of construction management.
Principles and practices of contract administration.
Methods and techniques of fare collection system installation.
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 a comprehensive systems development program.
Developing and administering program goals, objectives and procedures.
Analyzing and assessing 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.
Researching, analyzing and evaluating new service delivery methods and techniques.
Performing complex project management duties.
Providing engineering services and advice in support of renovation projects.
Resolving complex train control system operational and technical issues.
Overseeing the installation of new systems on assigned projects.
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 work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in electrical engineering or a closely related field from an accredited college or university.

Experience:

Six (6) years of (full-time equivalent) verifiable professional experience in systems development, which must have included at least three (3) years of management and administrative experience.

License or Certificate:

Registration as a professional engineer in the State of California is preferred.

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:

Walking, standing or sitting for prolonged periods of time.

EEOC Code: 01