



MANAGER OF CONTROL AND SCHEDULING

FC: FF121
PB: 9

PC: 930
BU: 95
January 1999

*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

To direct, manage, supervise and coordinate the activities and operations of the Control and Scheduling Division within the Maintenance and Engineering Department including the preparation, monitoring and reporting of operating and capital program budgets; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Chief Engineer.

EXAMPLES OF DUTIES

1. Assume management responsibility for assigned services and activities of the Control and Scheduling Division including the preparation, monitoring and reporting of operating and capital program budgets.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Supervise the coordination and expedition of all funding, budgetary, financial, personnel and procurement systems in support of departmental activities.
6. Assist project managers and engineering staff in allocating new project costs for inclusion in the Financial Management System Capital Project Status Reporting System.
7. Oversee the analysis, creation and implementation of administrative systems to meet the needs of all cost centers within the department.
8. Implement systems to facilitate the adjustment and updates of capital project budgets by project management and various staff.

Manager of Control & Scheduling

Page 2

9. Coordinate the production of weekly track allocation schedules that identify various maintenance and engineering activities.
10. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
11. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
12. Serve as the liaison for the Control and Scheduling Division with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.
13. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
14. Provide responsible staff assistance to the Chief Engineer.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations regarding the monitoring of capital project budgets.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
17. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of operating and capital project budget control programs.

Principles and practices of accounting.

Operational characteristics of financial management systems.

Principles and practices of transit vehicle maintenance scheduling.

Principles and practices of program development and administration.

Principles and practices of engineering project scheduling and management.

Methods and techniques of budgetary and financial analysis.

Principles and practices of capital programs, procurement and administration.

Principles and practices of budget preparation and administration.

Rules and regulations of a variety of funding programs.

Modern office procedures, methods and equipment including computers and supporting word processing spreadsheet and database applications.

Principles and procedures of financial record keeping and reporting.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations.

Skill in:

Overseeing and participating in the management of a comprehensive budgetary monitoring and control program.

Manager of Control & Scheduling

Page 3

Overseeing, directing and coordinating the work of lower level staff.
Selecting, supervising, training and evaluating staff.
Participating in the development and administration of division goals, objectives and procedures.
Preparing and administering large program budgets.
Preparing clear and concise administrative and financial reports.
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
Researching, analyzing and evaluating new service delivery methods and techniques.
Overseeing the analysis, creation and implementation of various administrative systems.
Supervising the coordination and expedition of all funding, budgetary and financial systems.
Analyzing a variety of financial and budgetary data and draw sound conclusions.
Interpreting and applying 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 Bachelors degree or equivalent from an accredited college or university with major course work in finance, business administration or a related field.

Experience:

Five (5) years of increasingly responsible budget preparation and analysis experience including two (2) years of administrative and supervisory responsibility.

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