



MANAGER OF TELECOMMUNICATIONS REVENUE PROGRAM

FC: MF421
PB: 10
FLSA: Exempt

PC: 940
BU: 95 (NR)
Created: March 13, 2002
Revised: July 23, 2007

*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

Directs, manages, supervises and coordinates the District Telecommunications Revenue Program activities within the Maintenance and Engineering Department; coordinates assigned activities with other divisions, departments and outside agencies; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single class manages the major Telecommunication Revenue Program which includes developing, directing, marketing, negotiating, executing and managing the District's Telecommunications Revenue Program. The incumbent has responsibility for developing programs, strategies and policies which generate income annually. The incumbent is accountable for furthering District goals and objectives within general policy guidelines.

REPORTS TO

This position reports to the Chief Engineer.

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

1. Develops, manages and coordinates the Telecommunications Revenue Program.
2. Develops, implements and manages goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
3. Develops, manages and administers marketing strategy and income pricing schedules for commercial use of District property by outside agencies and the private sector.
4. Markets and negotiates long-term agreements/contracts for commercial telecommunications use of District property for a fee.
5. Develops and directs the implementation and management of operating procedures and practices to support the Program.

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6. Directs and manages provisions for long-term program agreements/contracts.
7. Manages billing, collecting and accounting for all annual and related fees paid to District in accordance with terms of executed Agreement/Contracts.
8. Directs and manages activities of Program Telecommunication and outside consultants in complex team negotiations and administration of agreements.
9. Directs negotiations for Program installation/construction project support from operating departments (e.g. Operations, Transportation, Engineering, etc.) as required.
10. Directs and manages development of cost estimates for Program installation, construction project support from other departments for Program Agreement/Contract negotiations.
11. Negotiates third party Program funding for installation/construction and long-term Maintenance for Program Agreements/Contracts.
12. Directs and administers the management of third party capital infrastructure deployment (installation/construction) on District property.
13. Develops and manages preparation of Department financial studies, Program/Project cost estimates, short-term and long-term income reports for presentation to Executive Staff and BART Board.
14. Prepares and presents periodic and special reports regarding program activities to management staff and other departments and completes other necessary correspondence.
15. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products.
16. Participates in regular staff meetings with managers of other divisions, departments and outside agencies.
17. Responds to and resolves citizen inquiries and complaints.
18. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of Telecommunications.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of Telecommunications Revenue program management and administration.

Principles and practices of telecommunications industry.

Principles and practices of Real Estate law, valuation and applications in private sector technical industry development.

Principles and practices of private and public sector accounting and finance.

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Principles and practices of business and business law in private and public sectors corporate operations.

Principles and practices of engineering, construction and construction project management.

Terminology, methods, practices, and techniques used in technical engineering report preparation.

Current office procedures, methods, and equipment including computers.

Principles and practices of project scheduling and management.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Related building codes, regulations and provisions.

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

Skill in:

Overseeing and managing the administration of a Telecommunication Revenue program.

Participating in the development and administration of division goals, objectives and procedures.

Developing, implementing and managing business plan, and marketing strategy to generate long-term revenue income.

Negotiating long-term revenue agreements/contracts.

Preparing and administering large program budgets and contracts.

Preparing clear and concise administrative and financial reports.

Selecting, supervising, training and evaluating staff.

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.

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 Bachelor's degree in business administration or a related field from an accredited college or university.

Experience:

Five (5) years of (full-time equivalent) verifiable telecommunications revenue program management experience which must have included at least two (2) years of project management experience.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

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; travel from site to site; exposure to computer screens.

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Physical Conditions:

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

EEOC Code:01

Safety Sensitive Designation: No