



## MANAGER, LEADERSHIP PROGRAM

FC: ADM000012  
PB: Variable  
FLSA: Exempt

PC: 930  
BU: 95 (NR)  
Created: September 6, 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**

Develops, manages, supervises and coordinates program activities relative to assigned area of responsibility; ensures adherence to and solves problems associated with established policies and procedures; supervises, assigns, reviews and participates in the work of staff responsible for administrative or operational program activities within assigned divisions or departments; provides highly complex administrative or operational support to the assigned manager; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is a two-year Leadership Program position for selected managers and professionals to acquire a working familiarity with the full breadth of BART's operational, technical and administrative disciplines. Incumbents will learn program areas by mentoring from senior managers through three-to-six month assignments. Incumbents will be responsible for managing projects and personnel in a variety of areas, including: operations, budget, administration, external relations, transit system development and safety. Incumbents may also be responsible for overseeing the work of outside contractors, and/or District staff or assisting higher level managerial staff in planning and evaluating the quantity and quality of work performed in assigned areas.

### **REPORTS TO**

This position reports to a designated managerial position.

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

1. Manages special projects which have a major impact on departmental efficiency, operations and activities.
2. Develops and directs the implementation of goals, objectives, policies and procedures in assigned program areas.
3. Develops methods for providing administrative and operational services; identifies resource needs; allocates resources accordingly.

## **Manager, Leadership Program**

Page 2

4. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
5. Recommends and implements goals, objectives, policies and procedures for assigned projects.
6. May plan, prioritize, assign, supervise, review and participate in the work of staff responsible for administrative, financial or operational program activities within an assigned division or department; ensures work quality and adherence to established policies and procedures.
7. Continuously monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned District department or division service programs, service delivery methods and procedures; works with assigned departments and Human Resources on the continuous improvement of District services.
8. Oversees and participates in the development and administration of the assigned department budget; submits budget recommendations; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
9. Serves as a liaison for assigned department to other departments, outside agencies or the public; prepares and presents staff reports and other necessary correspondence.
10. Conducts a variety of organizational studies related to District administration and operations; recommends modifications to programs, policies and procedures as appropriate.
11. May participate in the selection of assigned staff; provides or coordinates staff training; may work with employees to correct deficiencies; may implement discipline procedures.
12. Attends and participates in professional group meetings; stays abreast of new trends and innovations related to assigned department or program and searches out opportunities for education and training related to assigned area.

## **QUALIFICATIONS**

### **Knowledge of:**

Operational characteristics, services and activities of assigned program area including administrative, financial or operations functions.

Principles of supervision, training and performance evaluation.

Principles and practices of budget preparation and administration.

Methods and techniques of plan analysis, development and implementation.

Organization objectives, procedures, policies and regulations.

Methods and techniques used to conduct a variety of analytical studies.

Principles, practices, methods and techniques of report preparation.

Office equipment including computers and supporting word processing and spreadsheet applications.

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

## **Manager, Leadership Program**

Page 3

### **Skill in:**

Selecting, supervising, training and evaluating staff.

Recommending and implementing goals and objectives for providing effective services.

Reviewing and analyzing complex technical documents and proposals.

Planning and supervising research projects for assigned District department or division functions and operations.

Applying practices, theories, techniques and management methodology to assigned area.

Coordinating and administering budget process for assigned department or division.

Researching, analyzing, and evaluating programs, policies, and procedures.

Communicating clearly and concisely, both orally and in writing.

Interpreting and explaining District policies and procedures.

Preparing clear and concise reports.

Establishing and maintaining effective working relationships with those contacted in the course of work.

## **MINIMUM QUALIFICATIONS**

### **Education:**

A Bachelor's degree in public administration, business administration or other relevant field from an accredited college or university.

### **Experience:**

Four (4) years of (full-time equivalent) verifiable professional level administrative, analytical or project management experience which must have included at least one (1) year of leadership or supervisory 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 and field operations environment.

### **Physical Conditions:**

May require maintaining physical condition necessary for working in a non-office environment.

**EEOC Code: 02**

**Safety Sensitive Designation: No**