TRANSIT ADMINISTRATION MANAGER

DEFINITION

Under general direction to plan, organize, develop, monitor, and supervise the administrative division of the Transportation Department; to supervise professional and clerical staff; and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is a supervisory position with responsibility for assigning, supervising, and directing the work of staff assigned to the administrative division including grants and project administration, budget perparation, accounting, payroll, and revenue control.

EXAMPLES OF DUTIES

Provides supervision, direction and work coordination for staff assigned to the Transit Administrative Division including grants and project administration, accounting, payroll, and revenue control; plans, organizes and coordinates ongoing department functions; liasons with regulatory agencies regarding financial and grant administration issues; evaluates programs and services; prepares budgets and administers fiscal controls for assigned functions; assures compliance with all Federal, State, and County regulatory requirements; plans, designs and implements a variety of management information and reporting systems; prepares oral and written reports; makes presentations to the City Council, staff, governmental agencies; participates in staff selection and evaluation; provides training and development for assigned personel; represents assigned functions with City staff and other governmental agencies as delegated.

TRANSIT ADMINISTRATION MANAGER

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques of public administration and accounting.
- Principles of supervision and training.
- Applicable City, County, State, and Federal laws, codes, and regulations affecting public transportation.
- Public transit grant accounting and administration.
- Principles of local government, organization, and financing.
- Computer applications, especially as related to accounting and grant administration.
- Budget development, preparation, and administration.
- Research methods and procedures.

and

Ability to:

- Plan, organize, coordinate, and direct the City's Transit Administrative division.
- Provide supervision, training, and work evaluation for staff.
- Assist with formulating, implementing, and evaluating grants and projects, accounting, and revenue control activities.
- Assist with the preparation and administration of Department budget and fiscal controls.
- Review statistical and financial reports.
- Skillfully use a computer and related software.
- Prepare a variety of reports and presentations.
- Research, collect, and analyze information related to the administrative functions.

EMPLOYMENT STANDARDS (cont.)

Ability to: (cont.)

- Effectively represent the Department with government agencies, concerned individuals, and community organizations.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited "four" year college or university with major course work in accounting, public administration, finance, or closely related field.

Work Background: Five years of progressively responsible and varied professional administrative support experience, preferably with a government agency, including at least three years in a management, supervisory, or administrative function.

July 1995 July 1998 (Res. 98-80)