



JOB TITLE:	DEPUTY GENERAL MANAGER, ADMINISTRATION	DIVISION:	DISTRICT – ADMINISTRATION & DEVELOPMENT
REPORTS TO:	GENERAL MANAGER	EEO CATEGORY:	01 – EXEC
FLSA:	EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN RAFAEL

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.

Position Summary

Plans, develops, organizes and directs all activities and functions of the Administration and Development Division, which includes Human Resources, Employee Relations, Health and Safety, Information Technology, Planning, Marketing and Communications, Customer Relations and DBE Programs. Provides leadership through membership in the Executive Management Team. The Deputy General Manager, Administration performs all duties and responsibilities subject to executive approval by the General Manager and within limits of Board policy. The incumbent in this class exercises the maximum degree of initiative and judgment in developing, coordinating and executing policies, programs, methods and procedures relating to operations and administration, and associated activities. Supervises the installation of cost control procedures and training programs to effect safe, efficient and economical administrative services. Responsibilities include routine high-level personal contact with transit agency personnel, civic groups, members of boards and commissions and others. May be appointed by the General Manager to act on his/her behalf in his/her absence.

Essential Responsibilities

- Maintains management oversight of department heads in the operation of assigned departments including Human Resources, Employee Relations, Health and Safety, Information Technology, Planning, Marketing and Communications, Customer Relations and DBE Programs
- Collaborates with the General Manager and department heads to establish annual and long range goals, objectives, work plans, policies, programs and related matters, prepares detailed reports and recommendations for agenda items subject to approval by the Board of Directors
- Prepares Administration Division operating budget for presentation to the General Manager and Board of Directors; recommends purchase of necessary equipment, materials and supplies. Oversees and participates in the development and administration of the budget for assigned departments; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditure and implement budgetary adjustments



- Develops and presents written and oral reports and analysis on a wide variety of highly complex issues having current and future District-wide impact
- Provides executive level support in particular to the Human Resources Department regarding employee issues
- Participates as a member of the executive management team
- Mentors and provides staff development opportunities to assigned departments
- Ensures that appropriate safety and health policies, procedures and programs are effectively implemented; that adequate resources and priority are assigned to correcting hazardous conditions, and that applicable safety program activities are carried out
- Regular and reliable attendance and performance required

Required Knowledge, Skills and Abilities

Knowledge of:

- Principles, policies, and practices of management and administration, policy development and implementation, budget administration, supervision, training, employee and organizational development, leadership, team building, motivation and conflict resolution, business report writing, and modern office systems and business software.
- Labor relations techniques and negotiations in a union environment.
- District Policies and Labor Agreements (MOUs)
- Occupational health and safety rules and working practices applicable to this position.

Skill in or Ability to:

- Demonstrate business acumen, integrity, and good judgment.
- Interact tactfully and persuasively with others in controversial situations.
- Maintain effective professional relationships at all organizational levels, with Board of Directors, District Officers, managers, and with other agencies.
- Reason logically and creatively as well as utilize a variety of analytical techniques to resolve complex and specialized managerial issues.
- Plan, prepare, review, and present clear and concise findings and reports to Boards of Directors, District Officers, managers, staff, and the public.
- Collect, synthesize, and analyze a variety of information.
- Effectively develop and evaluate staff.
- Apply collaborative work strategies and gain the cooperation of employees at all levels of the organization.
- Create and persuasively communicate vision in the support of the District's overall direction through excellent written and verbal communication and presentation skills.



Minimum Qualifications

Education and/or Experience:

- Four-year degree with major course work in public or business administration, marketing, urban planning, or related field. Master's Degree preferred
- Ten years of full time position-related management level experience which includes at least one year of administration of multiple departments or complex, multi-disciplinary projects, and supervision of professional and management level staff. Familiarity with transit or transportation system activities and functions, and experience directly related to major functional areas within Division is highly desirable

Required License:

Must possess and maintain a current, valid California driver's license and satisfactory driving record. (Operates District vehicle on a regular basis.)

Physical Requirement:

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities