



Title: Deputy General Manager

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

This is an executive-level position responsible for assisting the General Manager/CEO in carrying out the policies and programs of the District. Under policy direction, the Deputy General Manager is responsible for assisting General Manager/CEO in planning, developing, organizing, and directing the activities of the District. Incumbent provides highly complex and responsible direction for all areas of administrative programs; acts on behalf of the General Manager/CEO in his/her absence; and is accountable for accomplishing and furthering District and department goals and objectives within general policy guidelines.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
---	---	--	---	---

#	Code	Essential Functions	% of Time
1	S	Assist and support the General Manager/CEO by providing executive level management oversight and strategic direction to the District’s divisions. Analyze and implement policies and procedures; assist in the development and modification of District short- and long-range plans; assist in the preparation of the District’s overall financial plan and budget; and respond to and resolve public inquiries and complaints.	60%
2	S	Plan, review, and evaluate the work of subordinate management and professional staff; direct the selection of assigned staff; and act as General Manager/CEO in General Manager/CEO’s absence. Select, motivate and evaluate personnel; resolve personnel concerns and issues; and provide for training and professional development.	10%
3	S	Confer with District management regarding operational and support service activities and programs; direct and interpret District policies and procedures; and ensure governmental and policy regulations are enforced. Explain, justify, and defend District programs, policies and programs; and negotiate and resolve sensitive and controversial issues.	10%
4	S	Serve as project manager for a variety of special projects; facilitate project activities and resolve issues; and develop and submit project reports to the General Manager/CEO and the Board of Directors.	10%



5	S	Maintain communication with other government agencies to coordinate regional issues and represent the District; and serve as liaison to executive managers, department heads, Board of Directors, and other external agencies. Represent the District’s interests and positions before legislative authorities at all levels of government; and recommend policies and procedures.	10%
---	---	--	-----

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Four (4) years of college resulting in a Bachelor’s degree or equivalent from an accredited college or university in Business Administration, Public Administration or a related field. Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.
Experience	A minimum of ten (10) years of progressively responsible senior management/executive level experience, including five (5) years of experience in the administration of departments and/or complex projects in a large public or private organization. Transit or transportation experience is preferred.
Supervision	Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Human Collaboration Skills	Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
Technical Skills	Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and /or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position as district wide fiscal responsibility. Assures that appropriate linkages exist between district-wide budget, funding limitations and service levels, to meet specific departmental and organizational goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. Prepares agency financial statements and budget reports.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above.



	However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

KNOWLEDGE
<ul style="list-style-type: none"> • Principles, policies and practices of management and administration • Policy development and implementation • Supervision, training, employee and organizational development, leadership, team building, motivation and conflict resolution • Budget development and administration • Principles of administration and management, labor relations, and personnel management • State and federal laws, ordinances, rules, and regulations affecting mass public transit • Sources of federal, state, and local funding for public transportation • Economic, political, social, and psychological factors related to providing public transportation

SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software • Specialized software related to functional area



ABILITIES

- Plan and direct the work of managerial and professional staff
- Effectively train and evaluate staff
- Prepare and administer complex budgets
- Apply collaborative work strategies and gain the cooperation of employees at all levels of the organization
- Analyze issues and develop alternative solutions
- Prepare and/or analyze and evaluate comprehensive written reports with recommendations
- Make effective oral and written presentations to a variety of audiences
- Establish and maintain positive working relationships with District personnel, union representatives, and members of the public using principles of good customer services
- Adapt to frequent changes in priorities and meet deadlines
- Work beyond normal office hours for evening and weekend meetings
- Conduct business travel within the state and to other states
- Utilize necessary aptitudes including the ability to understand instructions, numeric aptitude, problem solving and analytic abilities
- Verbal aptitude and public speaking ability



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with “X”-

Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
---	---	---	---	-----------------------------

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations, Observing work duties, Communicating with Co-workers and the public
Sitting	C	Desk work, meetings, driving
Walking	F	To other departments/offices, around work site
Lifting	R	Supplies, files, etc.
Carrying	R	Supplies, equipment, files, etc.
Pushing/Pulling	O	File drawers, tables and chairs
Reaching	O	For supplies, files
Handling	F	Paperwork, files, etc.
Fine Dexterity	F	Using computer keyboard, calculator, etc.
Kneeling	R	Filing in lower drawers
Crouching	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Filing in lower drawers, retrieving items from lower shelves
Twisting	F	From computer to telephone, getting inside vehicle
Climbing	C	Stairs (no elevator in Finance building)
Balancing	R	On step stools
Vision	C	Reading, computer screen, driving, observing work site
Hearing	C	Communicating via telephone/radio or in person to co-workers and the public
Talking	C	Communicating via telephone/radio or in person to co-workers and the public
Foot Controls	R	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copier, vehicle, calculator, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
--------------------------	------------------------	--------------------------	--------------------	-------------------

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-------------------	------------------------------------	-------------------------------------	------------------------	-------------------

-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	R
Fire Hazards	R
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	R
Other (see 1 below)	

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
---	---	---	-----------------------------------

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 2 below)	

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.