



Title: Vice President, Planning & Accountability

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

The purpose of this position is to create and manages the crucial link between external and internal resources by identifying key issues and concerns, and facilitates the development and implementation of key project objectives and resulting process improvements within the District's operations. The incumbent will identify issues that have short and long term impact on the District, including developments in transit industry, as well as federal, state, and local legislation and community initiatives; provide internal and external communications to ensure the General Manager's office is managed efficiently and effectively. The incumbent provides leadership, strategic direction and supervision over the District's internal audit activities, district-wide initiatives, long, short-range and strategic planning, and accessible services and provides supervision to the Equal Employment Opportunity Administrator and Clerk to the Board. This position represents the District at internal and external meetings, including evening and weekend events.

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	(L) Light	(M) Medium	(H) Heavy	(V) 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.

#	Code	Essential Functions
1	S	Strategic Oversight of Projects: Continuously position the District as a vital, reliable, and responsible public entity, engaged in all strategic special projects for the benefit of the Sacramento community and project stakeholders. Represent the interests and positions of the District in a wide range of strategic projects intended to ensure the District is continuously improving its community presence, customer service, and employee programs.
2	S	Project Planning: Establish and maintain effective communication, enhance relationships, and ensure a high quality of customer service to achieve community, project, and District goals and objectives. Establish and maintain effective relationships between the District, the project team, and stakeholders to ensure a continuous community spirit around all projects. Provide insight in the District's ability to meet/exceed the expectations of project stakeholders. Analyze and evaluate complex public issues and make recommendations on appropriate District action. Assist the General Manger in prioritizing various issues and provide recommendations to appropriate response/resolution. Perform studies. Prepare and present reports, data, recommendations, and alternatives to project stakeholders and the public. Review District status reports, identify potential issues, brief the General Manager on issues and potential resolutions. Actively participate in the establishment and implementation of projects that affect the short and long-range goals and activities of the District. Represent the District's interest, both internal and external, as required to support



		all projects. Develop and coordinate complex project plans, implementation of schedules and cost estimates. Respond promptly to constituent inquiries by gathering required information, coordinating with staff or others, and prepare and distribute responses.
3	S	Develop, Implement, and Maintain Development of Internal Process Improvements: Identify and develop District-wide process improvement program based on assessment of project and resulting needs and resources. Maintain continuous contact with project members to coordinate implementation of all associated process improvements. Plan and direct the full range of administrative functions that support the internal process improvements necessary to successfully implement the project. Direct project staff to ensure successful identification and implementation of process improvements, including the planning, scheduling, executing design, procurement, and implementation of all improvements identified. Recommend responses and action plans as a result of interacting with the external stakeholders, ensure effective communication, and implementation practices to meet District strategic goals and objectives. Manage the development and implementation of all District process improvement teams by creating a dynamic group environment that will assist in the identification of crucial issues. Ensure teams are diverse and include members of the District as well as members from key stakeholder organizations. Ensure that all team recommendations are vetted and resources are available for District-wide process improvements. Work with staff to secure the required funding for final process improvement plans.
4	S	Policy Development and Implementation: Provide oversight for the development and implementation of organizational policies that create support for the District and for transit with the public. Create long-range strategies, programs, and policies intended to strengthen the District's image in the community. Develop District policies and standard operating procedures in accordance with direction of the General Manager and the Board of Directors.
5	S	Strategic Project Communications: Develop and implement communications strategies, programs, and activities that support the District's change management efforts. Develop strategies and programs to ensure consistent and timely dissemination of information about the District and the project. Develop and implement public outreach strategies and programs to support the District's project planning and initiatives ensuring alignment with District and project vision, goals, and objectives. Recommend a variety of communication mechanisms for the purpose of providing a creative and innovative venue to clearly and accurately convey District activity is in alignment. Assist with the development of necessary public relations programs designed to communicate with the general public and community members about the project.
6	S	Long-Range, Short-Range and Strategic Planning functional areas: Plan, organize, direct, and coordinate the full range of duties related to developing the District's short range service plan and strategic transportation plan. Assist in the District's planning and development of short and long-range Capital Improvement Programs and in updating the 5-year Capital Improvement Plan.
7	S	Accessible Services functional area: Plan, organize, direct, and coordinate accessible services functions.
8	S	Accountability and Compliance function: Manage and direct risk management and audit activities, policies and procedures. Prepare and present recommendations Executive Management Team, General Manager and/or Board of Directors.
9	S	Executive Duties: Represent the District at national, state, local and regional meetings/conferences and participate on various committees. Consult with other government agencies, business community, and private organizations to resolve issues,



	<p>explore opportunities. Participate and present information at public meetings. Formulate policies, procedures, and practices for the assigned functional areas and make recommendations to Executive Management Team, General Manager, and Board of Directors. Establish and maintain an effective system of communications throughout the organization. Perform other duties as assigned.</p>
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JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Four (4) years of college resulting in a Bachelor’s degree or equivalent from an accredited college or university in Business, Communications, Public Relations, Public Administration, or a related field.</p> <p>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.</p>
Experience	A minimum of seven (7) years of progressively responsible project management experience in public transit services at various levels and time frames.
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 assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance is reviewed periodically.
Technical Skills	Advanced: 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 has a major fiscal responsibility. Is responsible for district-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.
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"> • Thorough knowledge of the principles and practices of public relations and communications programs and/or marketing campaign strategies. • Demonstrated high level interpersonal and communication skills including mediation and conflict resolution skills. • Strategic business planning principles and practices. • Well-developed knowledge of local community cultures, leaders, customs and practices through prior involvement in the community. • Transit operations and maintenance functions. • Principles of transit service scheduling. • State and federal regulations regarding the operation of transit systems and transportation safety. • Policies, operations, and functions of a regional transit agency. • Laws, ordinances, and regulations affecting transportation services and equipment maintenance. • Laws, ordinances, rules, regulations, and codes applicable to the functional areas. • Principles of administration and program management. • Employer/employee relations and provisions as they relate to labor contracts and the need to meet and confer/negotiate. • District policies, procedures, and functions. • Budget development and administration. • Interviewing and negotiations techniques. • Contract administration procedures. • Public transit technology and information systems capabilities and issues. • Procurement and contracting principles and practices. • Interviewing and negotiation techniques. • Principles of management, supervision and training.
SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software. • Specialized software related to functional area.
ABILITIES
<ul style="list-style-type: none"> • Demonstrate commitment to customer-focused operations, accountability, transparency, integrity and equity. • Facilitate implementation of organizational change, engaging employees in the entire process and developing commitment for sustaining change. • Inspire, manage, develop and evaluate employees and effectively manage organizational change • Communicate effectively with external organizations and community groups about public transit and the goals/objectives of the District both orally and in writing. • Provide oral presentations before large/small groups of people. • Exercise considerable tact and courtesy in frequent contact with the public. • Establish and maintain effective working relationships with a diverse workforce including peers, staff and labor representatives.



- Maintain complete and accurate records and statistics and to develop meaningful reports from that information.
- Act as project representative.
- Articulate and deliver information both technical and general at community level.
- Ability to quickly assimilate information specific to the project, from both a technical and local perspective.
- An ability to source and filter information for feeding back to the community.
- Demonstrated ability to liaise with all levels of the community.
- Demonstrated event management and time management skills.
- Plan, organize, direct, coordinate, and supervise work and staff engaged in the assigned functional area.
- Serve as an advisor to the General Manager/CEO.
- Gather, assemble, analyze, and evaluate customer and public information and make strategic analyses and projections.
- Analyze and resolve a variety of complex administrative issues.
- Resolve sensitive issues raised by the community on District operations.
- Serve on assigned local, regional, and national committees.
- Prepare clear and concise administrative and technical reports.
- Prepare and monitor complex budgets.
- Manage and supervise large numbers of employees and consultants effectively.
- Gather, assemble, analyze, and evaluate facts evidence, data, and other information in order to draw reasonable and fair conclusions and make sound decisions.
- Interpret and apply laws, rules, regulations, and legal precedents impacting the assigned area.
- Analyze and resolve a variety of complex organizational, staffing, and related issues.
- Maintain comprehensive records and reports.
- Establish and maintain adequate cost and schedule controls.
- Analyze a variety of complex operational and administrative problems and develop corrective actions and policies.
- Serve as a technical advisor to the General Manager and Board of Directors on a variety of issues.
- Collect and analyze data and prepare comprehensive concise reports, and effectively represent the areas for which responsible to other District divisions, stakeholders, the community and the appropriate governmental bodies.
- Interpret and apply laws, rules, regulations and legal precedents impacting the assigned area.
- Analyze and resolve a variety of complex organizational, staffing, and other issues.



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.
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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 site, observing work duties, communicating with co-workers
Sitting	F	Desk work, meetings
Walking	F	To other departments/offices, around work site
Lifting	O	Supplies, equipment, files
Carrying	O	Supplies, equipment, files
Pushing/Pulling	O	File drawers, equipment, tables and chairs
Reaching	F	For supplies, for files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator
Kneeling	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	O	From computer to telephone
Climbing	O	Stairs
Balancing	R	
Vision	F	Reading, computer screen
Hearing	F	Communicating via telephone/radio, to co-workers/public
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	R	
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

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



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

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



CLASS HISTORY

Adopted: 07/15
Revised: 08/16, 07/17
Title Change: 07/17 (formerly VP, Accountability & Performance)
Maintenance
Update:
Abolished:
Job Key: 60005557