



Title: Vice President, Administration

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to provide executive direction and management over the areas of Information Technology, Labor Relations and Procurement. The incumbent provides executive leadership and strategic direction in policy development activities for assigned areas and directs cross functional planning and major strategic level projects. This position provides support to the General Manager’s office for Board liaison and meetings support, interdepartmental coordination at the executive management level, and District-wide communications.

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	Labor/Employee Relations: Serves as executive advisor to the negotiations team and sits as executive representative of management on the negotiation team, and reviews/approves grievances and arbitrations at the highest level as designated by the Deputy General Manager/COO.
2	S	Procurement, Contracting and Disadvantaged Business Enterprise (DBE): Plan, organize, direct, and coordinate the full range of duties related to overseeing the expenditure of funds for goods, services, and capital assets, and to oversee the administration of the District’s Disadvantaged Business Enterprise (DBE) program. This includes compliance with all statutes, ordinances, rules, decrees, and other regulations associated with procurement, contracting, and DBE administration.
3	S	Serves as member of various teams and committees; represents the Executive Team in a variety of capacities as assigned. Formulates policies, procedures, and practices for the assigned functional areas and makes recommendations to Executive Team/Deputy General Manager/COO, General Manager/CEO and Board of Directors. Reviews, analyzes, and approves, for the General Manager, various actions such as hiring and appointment conditions, grievance settlements.
4	S	Under executive direction plans, organizes, directs and coordinates administrative requests directed to the General Manager’s Office related, but not limited to, personnel issues such as, discipline, grievances and negotiations and labor/management relations.
5	S	Represents the District at national, state, and local conferences. Consults with other government agencies, the business community and private organizations to explore new ideas and resolve issues. Establishes and maintains an effective system of communications throughout the organization. Performs related duties as assigned.



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 Administration, Public Administration, Information Technology, Industrial Relations, Psychology, Sociology 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 ten (10) years of progressively responsible management experience in the administration of information technology, labor and/or employee relations and procurement. Public sector 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"> • District policies, procedures, and functions. • Laws, ordinances, rules, regulations, and codes applicable to the functional areas. • Budget development and administration. • Interviewing and negotiations techniques. • Governmental function, organization and relationships. • Contract administration procedures. • Legal terminology and basic court procedures. • Labor Relations principles, practices, laws and regulations. • Information Technology principles, practices and regulations. • Public procurement principles, practices, laws and regulations. • Principles of Disadvantaged Business Enterprises and associated federal and state regulations. • Public transit technology and information systems capabilities and issues. • Procurement and contracting principles and practices. • 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"> • Plan, organize, direct, coordinate and supervise work and staff engaged in the assigned functional areas. • 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. • Negotiate equitable settlements and solutions for grievances and other labor disputes, risk claims against the District and other settlements. • Serve as an advisor to the Deputy General Manager/COO, General Manager/CEO and Board of Directors. • Analyze and resolve a variety of complex organizational, staffing, space needs and other issues. • Maintain comprehensive records and reports. • Prepare clear and concise written and oral reports. • Learn District policies, procedures and practices. • Communicate clearly and effectively, both orally and in writing, with internal and external contacts. • Establish and maintain cooperative working relationships.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light- X	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	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	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
Sitting	C	Desk work, meetings
Walking	F	To other departments/offices/office equipment, around work site
Lifting	R	Files, supplies, equipment
Carrying	R	Files, supplies, equipment
Pushing/Pulling	O	File drawers, tables and chairs
Reaching	O	For supplies, for files
Handling	O	Paperwork
Fine Dexterity	O	Computer keyboard, calculator, telephone pad
Kneeling	R	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers
Crawling	N	
Bending	R	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	R	From computer to telephone
Climbing	O	
Balancing	R	
Vision	C	Reading, computer screen
Hearing	C	Communicating with co-workers and public and on telephone
Talking	C	Communicating with co-workers and public and on telephone
Foot Controls	R	
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, various office equipment, and 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	N
Fire Hazards	N
Explosives	N
Communicable Diseases	R
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
---	---	---	-----------------------------------

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

(2) N/A

PRIMARY WORK LOCATION:

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

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: 09/02
Revised: 11/16, 07/17

Title Change:
Maintenance
Update:
Abolished:
Job Key: 60005933