

MAJOR FUNCTION

This position is responsible for professional, administrative, and managerial work in support of the Chief Transit Officer (CTO). An employee in this class has responsibility for providing leadership and guidance in critical areas of business administration, including technology, budgeting, resource development and allocation, policy formation, grant oversight/capital administration, and operational service development, delivery, and deployment. Review of department's grant related City Commission agenda items, review grant applications, and related grant documents such as grant award contracts. Assists the CTO in managing business operations to improve cost-effectiveness, service quality, and operational effectiveness. Acts on behalf of the CTO as assigned by the CTO or in the absence of the CTO as the principal Transit officer on executive decisions and executive-level committees. Considerable latitude, independent judgment, and initiative are exercised in carrying out the daily operations with efficiency and effectiveness. This position also serves as the Safety Management System (SMS) member and develops, implements, and operates StarMetro's federally required safety management system. This position reports directly to the CTO.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises, directs, plans, and instructs staff within the StarMetro Department. Assists the CTO in the administration, implementation, and direction of all StarMetro programs and policies for the City. Advises and assists the CTO in the creation of a vision and the formulation of departmental policies, strategic plans, and programs that support business processes and innovation. Identify and analyze new technologies to support business innovation. Work with the leadership team to establish joint business/IT processes to deliver services supporting the City's strategic initiatives. Use data and analytics to develop a strategy to fully utilize existing information to create the maximum impact for StarMetro Operations and citizens. Establish and operate a project portfolio and budget management process that tracks, deploys, and adjusts program and project resources. Establish an ongoing communication program highlighting status, progress, staff contributions on periodic milestones, to share updates on financial performance, and value delivered to the organization. Establish and maintain effective governance for operational control. Advances organizational development and performance by assisting with the development and implementation of strategic and operational plans across the organization. Coordinates grant planning and budgeting processes as it applies to grants being supported. Ensure that department application forms are complete and ready for timely submission to the funding agency. Research grants that are potentially additional funding resources for department programs Assist with planning coordinating and communicating grant funding processes and procedures for maintaining the division's centralized grants management system. Ensures that the proposal development, award negotiation and execution are in compliance with applicable regulations. Participate in post award activities as needed including award amendments and extensions of time.

Other Important Duties

May attend conferences and meetings of the Leadership Team, the City Commission, and other professional organizations, as requested by the CTO. Plans and coordinates work activities and programs of the units with other City programs and projects. Ensures compliance with the City's Fair Employment Practices Plan, equal employment opportunity requirements, and related federal and state laws. Conducts staff meetings and user training programs. Hires, transfers, promotes, resolves grievances, and discharges employees under direct supervision. Conducts performance evaluation and approves or denies merit increase. Seeks out and provides opportunity for staff development through training. Perform related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of business administration procedures and project management techniques, and the ability to apply them. Knowledge of the principles of supervision, training, and performance evaluation. Knowledge of financial and budget analysis and fundamental government accounting principles. Knowledge of the principles, practices, and techniques of grant administration, research, and writing. Considerable knowledge of local, state, and federal funding processes and programs. Ability to prepare, develop, and present operational plans and programs. Ability to assess municipal problems and propose recommendations in terms of their financial and administrative implications. Ability to analyze and interpret financial records and to prepare timely, accurate, and complete statements, summaries, reports, and recommendations. Ability to plan, direct, supervise, coordinate, organize, and inspect information technology systems and activities. Ability to prepare written technical reports, estimates, and cost records. Ability to manage time and workloads effectively to meet deadlines. Ability to make use of information by analysis, correlation, creativity, and objectivity. Ability to analyze facts and exercise sound professional judgment to arrive at valid conclusions. Ability to express ideas clearly and concisely, both orally and in writing. Ability to make oral and written presentations effectively to a variety of audience levels. Ability to establish and maintain an effective working relationship with elected and appointed City officials, executive management, other City employees, other governmental agencies, and the general public. Ability to supervise subordinates in a manner conducive to high performance and good morale. Ability to plan, assign, instruct, review, and evaluate work assignments of technical and professional personnel. Ability to establish and meet deadlines. Possesses management style and values which are consistent with the City's values and goals.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, finance, communications, or a related field and five years of professional administrative and management experience such as strategic planning, finance, grants administration, human resources, communications, or a related area; or an equivalent combination of training and experience. One year of the required experience must have been in a supervisory capacity or leadership equivalent. Must possess strong interpersonal, facilitation, and communication skills.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

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