



Assistant General Manager

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
008	Exempt	1 – Officials/Administrators	Non-Represented	14	REV 12-11	899	1 of 2

DEFINITION: Under general supervision, directs one or more administrative programs or multiple departments for the District.

REPORTS TO: The General Manager, or designee.

REPRESENTATIVE FUNCTIONS: may include, but are not limited to:

- Directs one or more administrative programs with district-wide or public impact, such as legislative and governmental affairs, media and community relations, or special projects; and/or has direct-line authority for multiple District departments and staff.
- Develops and directs the implementation of goals, objectives, policies, and procedures for assigned projects and programs; and develops and monitors work assignments, work standards, and the performance of assigned staff.
- Examines, analyzes, and responds to proposed and adopted legislation related to the area of responsibility; as well as ideas, plans, and initiatives from community groups and the general public; and evaluates the impact to the District.
- Directs the development and production of a wide variety of analytical studies, as well as periodic and ad-hoc reports; and makes presentations to the Executive Staff, Board of Directors, and the general public.
- Directs and supervises the preparation and administration of the annual budget for assigned programs and/or departments, and monitors expenditures.
- Reviews and evaluates the programs and work product of subordinate management and professional staff, as directed by the General Manager.
- Confers with other District management regarding issues within the assigned scope of responsibility, and ensures that governmental and District policy regulations are followed.
- Provides guidance and supervision to the recruitment and selection of assigned staff.
- Confers with other District management regarding issues within the assigned scope of responsibility, and ensures that governmental and District policy regulations are followed.
- May act as District spokesperson to a wide variety of governmental organizations, community groups and institutions, the news media, and the general public, within the assigned scope of responsibility, and as directed by the General Manager.
- Performs related duties as required.

This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is **not** intended to reflect all duties performed within the job.

Established 3-22-96
Rev 1/15/05 &
12/11

Approved by Mary V. King, Interim General Manager _____ Date _____



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MINIMUM QUALIFICATIONS:

Knowledge Of: Principles, methods, and practices directly related to the assigned area of responsibility; applicable governmental regulations, laws, and legislation; budget preparation and adherence; principles and practices of management and administration, as well as supervision, leadership, motivation, and team building.

Ability To: Effectively manage and direct assigned programs and/or multiple departments; develop and monitor department goals for assigned programs and/or multiple departments; supervise assigned staff; swiftly and accurately analyze the content and impact of proposed and adopted laws and regulations related to the area of responsibility, and evaluate the monetary and public policy impact to the District; coordinate with other departments, including the Legal department on matters pertaining to legislation, litigation or potential litigation; devise general, long-term, and situation-specific strategies regarding the dissemination of public information to the government, media, and community based organizations; communicate articulately and extemporaneously both verbally and in writing in order to communicate ideas and concepts accurately, concisely, and in a compelling manner; develop, prepare, stage, and moderate complex public or media conferences and events; respond rapidly and strategically to the Board of Directors, the media, and the public under time pressure, and in unanticipated events and emergencies; quickly learn and proficiently use current and newly developed software for word processing, presentation, and databases as required by the demands of the job; stay abreast of current issues and evolving technologies in public transit and media affairs; and establish and maintain effective working relationships with those encountered in the course of work using principles of excellent customer service.

Education: Equivalent to a Bachelor’s degree from an accredited college or university in a field of study directly related to the area of responsibility.

Experience: Eight (8) years in a field directly related to the area of responsibility. Experience with public transit, transportation, and/or governmental affairs, media relations, or community-relations is highly desired.

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