



General Manager

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
001	Exempt	1 – Officials/Administrators	Unrepresented	Executive	8-17-11	11-036	1 of 2

DEFINITION: In accordance with the provisions of Transit District Law (PUC Sections 24501 et seq.) and the policy direction of the Board of Directors, assumes full responsibility for the administration of the business affairs of the AC Transit District. Provides leadership as the focal point for implementing the District’s objectives, and maintains responsibility for ensuring that the Board of Directors and the District’s transit services are perceived in the best light by customers and the general public. At the Board’s direction, serves as the public face of the District, and is responsible for maintaining positive and productive relationships with employee unions, local, state, and federal agencies, and cities and counties located within the jurisdiction of the District.

REPORTS TO: The Board of Directors

REPRESENTATIVE FUNCTIONS may include, but are not limited to:

- Develops and maintains close working relationships with Members of the Board of Directors in order to identify, promote, and implement policies, goals, and programs to meet established and forecasted community and District needs, in regard to both funding and service.
- Works with the Board of Directors to develop both short and long range plans and annual budgets. Maintains a leadership role in the development of the District’s budget, and directs budget expenditures in response to the established objectives.
- Analyzes external trends in relationship to funding sources, population and demographics of the District’s service area to determine the adequacy of current and forecasted community and District needs.
- Maintains a clear sense and understanding of the problems and tensions at every level of the organization and develops proactive solutions to address them.
- Develops and implements strategies to ensure sustainability and quality of service to riders. Protects, advocates and ensures the best interests of the District.
- Provides strategy and direction for the procurement of funds from the Federal Transit Administration and other public sources.
- Represents and markets the District to community groups, service organizations, civic communities, legislative bodies, legislative and Congressional delegations, and technical industry organizations.
- Reviews the efficiency of the District’s organizational structure and evaluates the performance and effectiveness of Executive Staff and department Directors. Works to strengthen the organization by improving morale and implementing programs to develop and train employees.
- Provides leadership and coordinates the activities of Executive and Director level staff and their departments. Confers with professional staff at all levels of the organization.
- Confers and negotiates with Union representatives, elected and appointed government officials, public representatives, and the media; serving as the primary representative of the District.
- Directs, through leadership and collaboration with subordinates; the activities and the operations of all District’s facilities; including capital funding, acquisition, construction, and maintenance.
- Fosters collaborative and productive relationships internally with unions and staff and externally with local, state and federal governments and regional funding partners.



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- Prepares, or directs the preparation of significant and essential technical reports and correspondence related to fiscal and operational matters, for dissemination to the Board of Directors, and external sources.
- Conducts periodic Executive Staff meetings, and other meetings, as needed.
- Performs related duties as required or at the direction of the Board.

DESIRABLE QUALIFICATIONS:

Knowledge Of: Transportation trends, needs, and requirements within a diverse (multi-cultural) community; local, state and Federal laws, rules, and regulations as they relate to the transportation industry and the business environment; business, organizational and management practices as applied to a transit organization; principles and practices of budgeting, procurement, and public funding; the principles of negotiation, union bargaining strategies, policy development, and organizational change; and personal computers and current software for word processing, spreadsheets, and presentation at the intermediate level of proficiency.

Ability To: Demonstrate unquestioned ethics and integrity, exercise sound and exceptional ingenuity, judgment, and analysis regarding specialized and complex management problems; work closely and effectively with the Board of Directors; exercise strong fiscal oversight and develop and implement budgetary and operational programs to further the District’s short and long-range objectives within budgetary constraints and shifting public priorities; identify new funding options to supplement existing revenues; quickly assess large and complex amounts of technical, financial, and administrative data and information to foresee potential obstacles and adopt effective courses of action; develop an understanding of the local political environment; evaluate performance based on established guidelines and ensure accountability from others within the organization; communicate effectively both orally and in writing; provide leadership, motivation and work direction; confer and negotiate effectively with elected and appointed government officials, funding partners, as well as officials and staff from Unions, transit industry organizations, service organizations, and community groups.

Education: Bachelor’s degree from an accredited college or university. A Master’s degree is preferred.

Experience: Ten (10) years of increasingly responsible experience in management for a large public or private agency, including six (6) years in an advanced leadership capacity in a position equivalent to an Assistant or Deputy General Manager, agency Executive, or department Director, Vice President or Chief Executive Officer.

Additional Requirement: Must be able to work extended hours as needed, and often outside regular business hours as required by the Board, and the demands of the job.

License Requirement: Possession of, or ability to obtain, and maintain a California Class C Drivers License, and meet the District’s safe driving standards.

Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in order to travel, and attend off-site functions such as conferences and meetings.