



Chief Operating Officer

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
015	Exempt	1 – Officials/Administrators	Unrepresented	Contract	Rev 12-11	1118	1 of 2

DEFINITION: Under policy direction, develops, organizes, and directs the implementation and operation of the District's transportation and maintenance services and functions. This classification provides highly complex and responsible direction for multiple major departments and administrative programs.

REPORTS TO: The General Manager, or designee.

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

- Plans, manages, develops, organizes, and directs the activities of multiple operations departments; including Transportation, Maintenance, Service Supervision, Training and Education, and Protective Services, and/or others assigned by the General Manager.
- Collaborates in the development and implementation of District-wide and departmental goals, critical business outcomes, policies, procedures, and plans.
- Develops and presents written and oral reports and analyses on a wide variety of highly complex transit service issues.
- Consults with and makes presentations to the District's Board of Directors, District staff, union representatives, community groups, and members of the public on a wide variety of complex and multi-faceted transit service issues.
- Provides expertise and advice regarding staffing decisions, including recommendations for hiring, promotion, and termination; coordination of training; and the implementation of discipline and remedial measures.
- Participates in various labor/management committees and projects, and participates in problem-solving, grievance resolutions, and other related labor relations activities.
- Provides technical direction to managerial, professional, and technical staff in carrying out assigned functions.
- Directs the preparation and administration of annual budgets for all areas of responsibility.
- Develops, implements, and administers a variety of special projects.
- May serve on behalf of the General Manager, in her/his absence.
- Performs other related duties, as defined and directed by the General Manager.

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 3/01.
Revised 10/06,
10/10, & 12/11

Approved by Mary V. King, Interim General Manager

Date



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MINIMUM QUALIFICATIONS:

Knowledge of: Principles, policies and practices of transit management and administration; policy development and implementation; budget administration and capital planning; supervision, training, employee and organizational development; principles of leadership, team building, motivation and conflict resolution; business report writing; pertinent local, state and federal laws, rules, regulations, and collective bargaining agreements; modern office systems and current business software for word processing, spreadsheets, and presentation at the intermediate level of proficiency.

Ability To: Plan and direct the work of managerial and professional staff; effectively train, motivate, and evaluate staff; prepare and administer complex budgets; apply collaborative work strategies and gain the cooperation of employees at all levels of the organization; analyze issues and develop alternative solutions; negotiate and resolve issues and disagreements between various District stakeholders; write, prepare and/or analyze and evaluate comprehensive written reports with recommendations; make effective oral presentations to a variety of audiences; and establish and maintain positive working relationships with District personnel, union representatives, and members of the public using principles of excellent customer service.

Education/Training: Equivalent to a Bachelor's Degree from an accredited four-year college or university in business, public administration, transportation planning, mechanical or facilities engineering, or a related field.

Experience: Nine (9) years of recent, verifiable, and increasingly responsible management experience that included at least five (5) years experience in the administration of a public transit and/or maintenance division, and/or multiple transit, service development, and/or maintenance related programs in an organization comparable to the AC Transit District.

Desired: Verifiable experience administering multiple ancillary departments such as Training, and/or Protective Services; and demonstrated success in a strong union environment.

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 direct or conduct field studies, and attend external meetings and events.

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