



Director of Project Controls & Systems Analysis

Class Code	FLSA Status	EEO Category	Represented	Salary Grade	Effective Date	Resolution #
034	Exempt	1 – Officials/Administrators	Unrepresented	14	2-13-13	13-010

DEFINITION: Under administrative direction, develops, recommends, implements, and tracks process improvements and project and quality controls to increase administrative and operational efficiencies, and maximize the expenditure of District funding and the timely and efficient completion of capital projects.

REPORTS TO: The Chief Performance Officer, or designee.

REPRESENTATIVE FUNCTIONS may include, but are not limited to:

- Develops and recommends business solutions and process improvements to increase administrative and operational efficiencies.
- Participates in the development and implementation of District-wide goals, objectives, policies and procedures and plans, as well as department policies and procedures.
- Develops, implements, and monitors the cost management system to control capital and operating costs.
- Develops, implements, and monitors quality assurance plans, policies, and procedures in accordance with contract and regulatory requirements, and appropriate laws and building codes.
- Develops, implements, and monitors the schedule and document control system, and an integrated management system with a District-wide coordinated work breakdown structure (WBS).
- Establishes and monitors documentation control procedures in accordance with the WBS
- Ensures the development and monitoring of capital project budgets and schedules.
- Responsible for conducting design reviews to ensure that all comments are reviewed, and monitors the proper dispensation (approved or denied) of all comments.
- Ensures that data is compatible with Finance Department through shared databases.
- Establishes controlled copy documents, and retains documents with all revisions.
- Ensures that proper project control systems are in place for all contractors.
- Develops and implements data acquisition methods to ensure the standardization and uniformity of reporting.
- Maintains responsibility for the tracking of key performance indicators in order to develop and present written and oral reports and analysis on the status of a wide variety of projects.
- Confers with other District management regarding issues within the assigned scope of responsibility, and ensures that governmental and District policy regulations are followed.

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



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- Responsible for the selection, supervision, training, motivation, evaluation and discipline of staff and ensures the development technical skills and competencies of professional staff, in coordination with Human Resources and the Office of the General Counsel.
- Confers with other District management regarding issues within the assigned scope of responsibility, and ensures that governmental regulations and District policies and procedures are followed.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: Principles, methods, and practices of project control and systems analysis; principles and practices of quality assurance and quality control; 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; and current office software for project management and control, word processing, spreadsheets, databases, and presentation at the advanced level of proficiency.

Ability To: Effectively direct assigned programs; develop and monitor department goals for assigned programs and the department; supervise assigned staff; swiftly and accurately analyze projects in order to develop project and quality controls and procedures; coordinate with other departments; communicate articulately and extemporaneously both verbally and in writing in order to communicate ideas and concepts accurately, concisely, and in a compelling manner; develops; respond rapidly and strategically to the Board of Directors and Executive management under time pressure, and in unanticipated events and emergencies; quickly learn and proficiently use current and newly developed software and databases as required by the demands of the job; stay abreast of current issues and evolving technologies in project management and public transit; 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 Public Administration, Public Affairs, Business Administration, Finance, Accounting, Transportation or Urban Planning, or a directly related field.

Experience: Eight (8) years of recent and verifiable senior management level experience in a project management and/or project control capacity; including a minimum of three (3) years of supervisory/management experience

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 monitor the progress of capital projects, and to attend external meetings and events.

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