



Transit Office Manager

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
501	Non-Exempt	6 – Admin Support	AFSCME	6	Revised 2-2-04	1129	1 of 1

DEFINITION: Under the direction of the Transportation Superintendent, plans, coordinates, and directs the work of division office employees.

REPORTS TO: A Transportation Superintendent, Assistant Transportation Superintendent, or designee.

ESSENTIAL FUNCTIONS: Duties/functions may include, but are not limited to, the following:

- Supervises, assigns, monitors and evaluates the work of Dispatchers, Chief Dispatchers, and clerical staff in a Division; and provides information and guidance to Bus Operators and office employees regarding problems that affect their work performance.
- Initiates personnel actions at the direction of either the Assistant Transportation Superintendent or Transportation Superintendent related to staffing and discipline; processes discipline letters; and maintains all Division personnel files.
- Plans, coordinates and monitors office procedures and activities; orders office supplies and maintains inventory; opens and routes Division mail; and processes Division correspondence.
- Assists the Superintendent with Division and system sign-ups; and prepares and posts run and extra board seniority sign-up lists, as well as vacation and floating holiday sign-up sheets using a personal computer.
- Performs related duties, as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: Transit operations; principles of supervision and motivation; MS Word and/or WordPerfect at a basic level of proficiency; and standard office practices.

Ability To: Operate standard office equipment including personal computers; organize and delegate work to subordinates; learn and apply principles of progressive discipline; exercise sound independent judgement; learn and apply applicable provisions of multiple Collective Bargaining Agreements; communicate effectively both orally and in writing; and establish and maintain effective working relationships with employees at all levels using principles of good customer service.

Education/Training: Equivalent to completion of the 12th grade (an equivalent combination of training and/or experience that provides the required knowledge, skills, and abilities may be substituted).

Experience: Equivalent to five (5) years in transportation industry including two (2) verifiable years in a supervisory capacity, **and/or** as a Dispatcher or Chief Dispatcher. Knowledge of, or experience with dispatching functions is desirable.

Special Requirements: (1) Must be willing to accept any shift assignment at any AC Transit Division. (2) Must be willing to substitute for another Transit Office Manager on any shift with proper advance notice. (3) Must be willing to work non-standard hours as required (e.g.: during sign ups).

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<p>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.</p>	<p>Revised 3-22-00, 5-15-02, & 4-9-03 This revision 2-2-04</p>	<p>Date: _____ Approved by Rick Fernandez, General Manager</p>
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