



## Alameda Contra Costa Transit District Classification Specification

Exhibit- D

### General Manager/Chief Executive Officer - DRAFT

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution Number
001	Exempt	EE04-Officials/Administrators	Unrepresented	Individual Contract	08/10/2022	22-XXX

**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 General Manager/Chief Executive Officer (CEO) oversees and directs, through subordinate executives and staff, all functions and activities related to the effective operation of District services and~~ the administration of the business affairs of the AC Transit District. ~~Provides leadership as the focal point~~ The incumbent is accountable for implementing the District's strategic goals, objectives, initiatives and values; 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

This is an at-will unrepresented classification. The incumbent is appointed and serves at the pleasure of the Board of the Directors. The incumbent also serves as the Corporation Chief Executive Officer (CEO) for the AC Transit Financing Corporation Board of Directors.

**DISTINGUISHING CHARACTERISTICS:** The General Manager/CEO is a Board Officer position reporting directly to the Board of Directors. The incumbent in this position has full responsibility for all District functions, property, and staff relating to the successful operation and management of the District's transit service and supporting functions. This classification is distinguished from other executive-level classifications, in that the latter are responsible for a department whereas the General Manager/CEO is responsible for all aspects of the District's functions and for implementing policy decisions made by the Board of Directors.

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

- Oversees and directs the strategic direction of the District; demonstrates effective leadership and assumes full responsibility for safe, reliable and sustainable transit service provided by the District; develops recommendations for action for the Board of Directors and executes decisions of the Board of Directors.
- Provides guidance and leadership to overall functions of the District; plans and directs the selection, professional development, supervision, review, and evaluation of executives, directors, managers, and employees; develops, mentors and guides staff in achieving goals and objectives; coaches and develops employees; provides constructive feedback on performance and behaviors; reviews and evaluates work; counsels and handles personnel actions as needed; works to strengthen the District through improving morale, team building and implementation of programs to develop and train employees.
- Responsible for the development and implementation of the District's Strategic Plan including all recommended changes, metrics and evaluation systems
- Develops and maintains close working relationships with ~~Members~~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~~Collaborates with and makes recommendations to the Board of Directors ~~to develop on the development of~~ 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; ensures the soundness of the District's financial structure and system.
- 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.



## Alameda Contra Costa Transit District Classification Specification

### General Manager/Chief Executive Officer

- Develops and implements strategies to ensure sustainability, equity 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.
- Serves as the public face and primary representative of the District; provides direction, input, and coordination among internal and external stakeholders; works collaboratively and effectively with peers, staff, departments, unions, boards and commissions, media, elected officials, cities and counties, community organizations, and government agencies to facilitate official District business. 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.
- 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.
- Provides leadership and guidance to the AC Transit Board of Directors and Financing Corporation as the Corporation CEO.
- Performs ~~related~~other duties ~~as required~~ or ~~at the direction of special projects as assigned, and/or as determined by~~ the Board.

### **MINIMUM QUALIFICATIONS**

**Knowledge of:** Transportation trends, needs, and requirements within a diverse (multi-cultural) community; local, state and ~~Federal~~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 office software programs for email, virtual collaboration, word processing, spreadsheets, and spreadsheet, presentation~~at the intermediate, business writing; report and presentation writing; correct English usage, including spelling, grammar and syntax; techniques for providing a high level of proficiency~~customer service by effectively working with the public, Board of Directors, vendors, contractors, and District staff.

**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



## Alameda Contra Costa Transit District Classification Specification

### General Manager/Chief Executive Officer

and appointed government officials, funding partners, as well as officials and staff from Unions, transit industry organizations, service organizations, and community groups; establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

**Education:** ~~Bachelor's~~Equivalent to a bachelor's degree from an accredited college or university. Additional years of experience may be substituted for required education on a year-for-year basis. A Master's degree is preferred.

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

**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/Certification: None.**

¶

**License/Certification:** ~~Possession of, or ability to obtain, and maintain a California Class C Driver's License, and meet the District's safe driving standards.~~

#### Special Requirements:

**Physical Requirements:** (1) Must maintain the physical ability necessary to perform tasks in an office setting, operating computers, keyboards, and other peripheral equipment. (2) Must maintain the physical mobility necessary to ~~transport oneself~~safely travel to various sites and District locations ~~around the District~~as needed.

**Special Requirements:** Must be willing and able to: (1) work extended hours as needed, (2) work outside regular business hours as required by the Board, and the demands of the job, (3) travel to various locations as needed.

Established Date: (Res. #)  
Revision Date: 08/11/2011 (Res. # 11-036)