



Alameda Contra Costa Transit District Classification Specification

Exhibit-A

Assistant General Manager/CEO - DRAFT

Class Code	FLSA Status	EEO-CAT	Represented Status	Salary Grade	Effective Date	Resolution #
TBD	Exempt	EEO 4 – Officials/Administrators	Unrepresented – At Will	TBD	10/22/2025	25-038

DEFINITION: Under policy and administrative direction, the Assistant General Manager/CEO serves as the District's second-in-command to the General Manager/Chief Executive Officer (GM/CEO). The incumbent in this classification provides district-wide leadership, strategic integration, and executive oversight across all functions, ensuring that Board policies and the General Manager/CEO's directives are consistently implemented throughout the organization. The Assistant General Manager/CEO directly leads and oversees the District's executive leadership team, coordinates cross-functional operations, and resolves interdivisional issues that require executive alignment and decision-making. In the absence of the General Manager/CEO, the Assistant General Manager/CEO assumes full authority and responsibility for District operations and represents the District with the Board of Directors, external stakeholders, and funding partners.

This classification is distinguished from other executive-level positions by its district-wide scope, direct delegated authority to act on behalf of the General Manager/CEO, and responsibility for integrating, aligning, and holding accountable the District's executive leadership team. The Assistant General Manager/CEO operates under policy direction from the Board of Directors and administrative direction from the General Manager/CEO. The position also exercises delegated decision-making and approval authority from the General Manager/CEO on District matters as assigned. This is an unrepresented, executive, at-will, classification.

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

- Provides executive team leadership in advancing the General Manager/CEO's directives, District's strategic goals and Board priorities; develops recommendations for action and executes decisions for the General Manager/CEO.
- Leads and oversees the District's executive leadership team; establishes accountability, fosters collaboration, and resolves cross-functional or interdivisional issues requiring executive coordination; plans and directs the selection, professional development, review, and evaluation of executives; develops, mentors and guides staff in achieving goals and objectives; provides constructive feedback on performance and behaviors; 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.
- Serves as the primary conduit between the General Manager/CEO and the District's executive leadership team, ensuring effective communication, alignment, and timely execution of initiatives.
- Maintains a clear sense and understanding of the problems and tensions at every level of the organization and develops proactive solutions to address them.
- In collaboration with the General Manager/CEO and executives, develops and implements the District's Strategic Plan, including recommended changes, metrics, and evaluation systems.
- Supports the General Manager/CEO in working directly with the Board of Directors, including presenting organizational performance, operational outcomes, and key initiatives; collaborates with and makes recommendations to the Board of Directors, on behalf of the General Manager/CEO, on the development of both short and long-range plans.
- Ensures District-wide compliance with regulatory and funding requirements by holding executives accountable for adherence and reporting; develops and implements strategies to ensure sustainability, capacity, and quality of service to riders.
- Protects, advocates, and ensures the best interests of the District.
- Represents the District as assigned by the General Manager/CEO and provides support in coordinating communications and relationships with internal and external stakeholders, including staff, unions, commissions, elected officials, community organizations, and government agencies, to ensure the effective conduct of District business.



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- 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 General Manager/CEO, Board of Directors, and external sources.
- Conducts periodic Executive Staff meetings, and other meetings, as needed.
- Assumes full responsibility for District operations and leadership in the absence of the General Manager/CEO.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of: Public transit industry trends, challenges, and innovations affecting service delivery, funding, and governance in a multi-cultural and urban/suburban environment; local, state and federal laws, rules, and regulations as they relate to the transportation industry and the business environment; principles and practices of executive leadership, organizational management, strategic planning, fiscal stewardship, and policy implementation in a complex public transit agency; the principles of labor relations frameworks, approaches to maintaining constructive labor management partnerships, policy development, and organizational change; personal computers and current office software programs for email, virtual collaboration, word processing, spreadsheet, presentation, business writing; report and presentation writing; agenda management applications for review and approval of staff reports; correct English usage, including spelling, grammar and syntax; techniques for providing a high level of 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 and politically sensitive matters; lead, align, and hold accountable the District's executive leadership team in the consistent execution of Board policies and GM/CEO directives; 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; anticipate and identify funding opportunities in coordination with the GM/CEO; quickly assess large and complex amounts of technical, financial, and administrative data and information to foresee potential obstacles and adopt effective courses of action; navigate and respond effectively to the local, regional, and state political environment affecting transit operations and funding; communicate clearly, professionally, persuasively, and transparently, both in writing and orally, with GM/CEO, the Board of Directors, staff, stakeholders, and the public; provide visionary leadership that motivates and develops executive leaders, fosters collaboration across functions, and promotes a culture of accountability and innovation; exercise delegated decision-making and approval authority from the GM/CEO; confer, collaborate 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; establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

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

Experience: Ten (10) years of increasingly responsible experience in management for a large public or private organization, including five (5) years in an advanced leadership capacity equivalent to a department head or assistant department head or a similar executive-level position.

License/Certification: None.

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 safely travel to various sites and District locations as needed...



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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:

Revision Date: , Res. #