



## Director of Administrative Services

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution
008	Exempt	1 – Officials/Administrators	Non-Represented	14	REV 06-12	899

**DEFINITION:** Under general direction, directs multiple administrative programs and/or departments for the District.

**REPORTS TO:** The General Manager, an Executive, or designee.

**REPRESENTATIVE FUNCTIONS:** may include, but are not limited to:

- Assists the General Manager and/or assigned Executive in the development and implementation of District-wide goals, objectives, policies and procedures and plans; and develops and implements departmental policies and procedures.
- Provides oversight to various administrative programs and District departments, as assigned.
- Provides oversight to special projects, as assigned by the General Manager, or the assigned Executive.
- Examines and analyzes operational processes and procedures in order to evaluate their impact on District operations; and proposes process improvements for greater operational efficiency and budgetary savings.
- Directs and supervises the preparation and administration of the annual budget for assigned programs and/or departments, and monitors expenditures.
- Reviews and evaluates the programs and work product of subordinate management and professional staff, as directed by the General Manager or assigned Executive.
- Develops and presents written and oral reports and analysis on a wide variety of highly complex transit issues having District-wide impact.
- Confers with other District management regarding issues within the assigned scope of responsibility, and ensures that governmental and District policy regulations are followed.
- Provides guidance and supervision for the recruitment and selection of assigned staff.
- Confers with other District management regarding issues within the assigned scope of responsibility, and ensures that governmental and District policy regulations are followed.
- Performs related duties as required, including possible supervision and oversight of additional functional areas, as assigned.



## Director of Administrative Services

### **MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Principles, methods, and practices directly related to the assigned area of responsibility; 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 software for word processing, spreadsheets, presentation, and databases, at the intermediate level of proficiency.

**Ability To:** Effectively manage and direct assigned programs and/or multiple departments; develop and monitor department goals for assigned programs and/or departments; supervise assigned staff; swiftly and accurately analyze the content and impact of proposed and adopted laws and regulations related to the area of responsibility, and evaluate the monetary and public policy impact to the District; coordinate with other departments, including the Legal department on matters pertaining to legislation, litigation or potential litigation; devise general, long-term, and situation-specific process improvements; communicate articulately and extemporaneously both verbally and in writing in order to communicate ideas and concepts accurately, concisely, and in a compelling manner; respond rapidly and strategically to the Board of Directors under time pressure, and in unanticipated events and emergencies; quickly learn and proficiently use newly developed software as required by the demands of the job; stay abreast of current issues and evolving technologies in 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 a discipline directly related to the areas of responsibility.

**Experience:** Eight (8) years of progressively responsible senior management experience in the administration of complex departments or projects in a large public or private organization. Familiarity with transit or transportation system activities and functions, and experience directly related to major functional areas managed are highly desirable.

**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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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 3-22-96  
Rev 1/15/05, 12/11  
& 6/12

Approved by David J. Armijo, General Manager

Date