

**CITY OF REDONDO BEACH**  
**CLASSIFICATION SPECIFICATION**

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**TITLE:** TRANSIT OPERATIONS AND TRANSPORTATION FACILITIES MANAGER

**DEFINITION**

Under general supervision of the Director of Community Services or designee, this position manages the City's fixed route and paratransit operations contract services, transit center facility operations and parking, and. responsible for policy development, program planning, fiscal management, administration, and operation of all public transit functions, programs, and activities. The Transit Operations and Transportation Facilities Manager is responsible for overall management of the Transit Division including: Administration and operations; contract and grant administration; budget administration and finance management; compliance with local, state and federal programs, procedures and regulations; policy implementation and development; planning; Transit capital projects, related to bus procurement, facilities development and project management; zero emission transition planning and implementation, problem solving, and other related duties as assigned.

**EXAMPLES OF DUTIES, RESPONSIBILITIES AND EXPECTATIONS**

The listed tasks are essential for this position and may include but are not limited to the following:

- Prepares, administers and manages the Transit Fund Budget, coordinates fiscal management and audits with Finance Department staff.
- Oversees delivery of fixed route transit and paratransit services, and transit center facility operations and parking.
- Develops and ensures conformance with contractual objectives, service quality standards, plans, schedules, and budget.
- Acts as primary liaison in managing the transit operation services contractor, transit center, and parking facilities operations, and related service contracts.
- Interprets and communicates agency policies, rules, regulations, plans and projects.
- Ensures consistency in application of agency policies and procedures.
- Manages complex capital improvement projects, transit center operations, transit operations facility and parking facilities operations.
- Assists in resolution of sensitive and complex matters.
- Represents transit interests in City's Zero Emission Bus planning and implementation efforts.
- Coordinates and participates in processes including project definition and scope, cost estimates, Requests for Proposal/bid preparation, contractor selection and contract administration.
- Interprets and effectively communicates City policies, procedures, rules and regulations to contract transit operators.
- Develops and maintains professional relationships and partnerships with governmental agencies and other entities to implement programs and planned operations.

- Administers the SCAQMD AB 2766 Local Subvention Fund Program and the Rule 2202 Employee Rideshare Program.
- Serves as liaison with transit agencies, governmental agencies, community organizations and the public, regarding operations matters.
- Coordinates and administers multi-jurisdictional transit programs and represents the City in local, regional, and state technical and policy groups.
- Collaborates with county transit operators, agencies, and neighboring jurisdictions to ensure regional coordination of services, operations, fares, policies and procedures.
- Oversees the conduct of and/or conducts surveys and studies and the collection, analysis and interpretation of data concerning transit programs.
- Prepares and maintains reporting data used in the transit process including National Transportation Data Base, Short Range Transit Plan updates and capital improvement programs.
- Prepares implementation plans within financial constraints.
- Prepares grant applications for transportation activities and capital facilities and related programs and projects.
- Prepares contracts, staff reports, agreements, scope of work and requests for proposals in coordination with City Attorney staff and/or other Departments.
- Prepares and executes surveys and develops, maintains and presents statistical data related to transit operations and other Division activity.
- Implements best management practices for communications at all levels of the organization.
- Represents the City in meetings and other venues as assigned and provides comprehensive reports to supervisors as needed.
- Makes oral presentations.
- Manages and may act as City employee transportation coordinator.
- Provides effective leadership to accomplish the administrative objectives of the City Manager and the policy goals of the City Council.
- Conducts regular performance evaluations of personnel, giving frequent and specific feedback about personnel performance; holding employee accountable for doing their jobs and celebrating accomplishments and successes.
- Delivers effective internal and external customer service while solving problems and proactively creating sustainable solutions to issues.
- Conducts duties, responsibilities, tasks and assignments with a constructive, cooperative, positive, professional attitude and demeanor.
- Supports the City's mission, goals, policies and objectives.
- Supports the City's core values of: Openness and honesty; integrity and ethics; accountability; outstanding customer service; teamwork; excellence; and fiscal and environmental responsibility.
- Performs other duties as assigned.

## **CLASSIFICATION**

This position is designated as a member of the Unclassified Service and is an at-will classification exempt from coverage under the Fair Labor Standards Act (FLSA) overtime regulations.

## **QUALIFICATIONS**

This position requires:

Supervisory experience in providing work direction to others; exceptional skill in oral and written communications and interpersonal relations including interaction with co-workers, supervisor, general public and stakeholders for effective delivery and exchange of information; integrity in supporting and meeting employer's goals and responsibilities; principled professional and team player with commitment to the practice and delivery of outstanding customer service; and, proficient in Microsoft Office Suite and email.

Experience in budgeting and fiscal management, managing contracts for consultants, transit fixed route transit/paratransit operations, transit center operations, security services and property management companies, principles and practices and knowledge of transit planning, capital facilities development and project management, parking facility operations, negotiations, and change management. Working knowledge of related zero emission buses technology and operations, zero emission bus facility requirements and technology and real-time systems, and transit technology is desirable.

**Knowledge of:** Knowledge of Fiscal management of Transportation-related funding and reporting applicable to Los Angeles County, such as Proposition A and Proposition C, and at the State and Federal levels. Working knowledge of transit reporting such as Transit Performance Measures, National Transportation Database, Federal Transit Administration TRAMS, State Controller and Short-Range Transit Plans. Knowledge of Federal Transit Administration regulations and procurement requirements. Effective managerial methods, budgets and finance, supervisory techniques, intergovernmental relations, grants administration, operational plans, contract management, facilities planning/operations as well as contemporary transit/transportation issues and operations.

**Ability to:** Efficiently and effectively manage the operation of the Transit Division under the supervision of the Director of Community Services or designee; prepare and administer operational and capital budgets; meet fiscal and operational reporting/compliance requirements; properly manage contracts; reason logically, plan ahead, think creatively, solve problems and achieve quality results aligned with the City's goals and objectives using high ethical standards and outstanding customer service; demonstrate initiative; perform as a team member; sustain positive relations with transit users, service providers, stakeholders and governmental agencies; participate in assigned regional transit/transportation organizations; manage projects; effectively supervise employees and develop their knowledge, skills, teamwork and excellence of performance; learn and apply complex transit/transportation information; link in support to resident, business development and regional activities; legally operate a motor vehicle in the State of California; and meet the physical employment standards for the position.

**Required Education, Experience and/or Licenses:** A Bachelor's degree in business or public administration, transportation, or a related field and five years of progressively responsible

experience in the administration of transit programs and services contract management and staff supervision is required. A valid California Driver License is required at all times.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

Physical Abilities: While performing the duties of this class, the employee is required to sit for extended periods of time, and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory Requirements: Some tasks require the ability to see, talk, hear, and perceive and distinguish colors or shades of colors and sounds.,

Environmental Factors: Classification typically works in office conditions with controlled temperature settings. Some tasks may require working outdoors and include exposure to weather conditions, air pollution, traffic noise, and/or other conditions associated with outdoor activities.

Job description statements describe the general nature and levels of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

### **HISTORY**

Approved 10/6/09, Resolution No. CC-0910-244

Approved by Resolution No. 6981 – 7/19/88. Previously “Transit Manager”.