

ADMINISTRATIVE MANAGER

This position assists the Chief Executive Officer as directed, by providing supervision over the key staff support services for the general administration of the Authority.

TYPICAL TASKS/ DUTIES

- Provides support and undertakes special projects as directed by the CEO.
- Works with staff and consultants in the preparation of certain reports and other materials going to the Board.
- Provides policy direction
- Monitors activities to ensure conformance with goals and objectives.
- Undertakes the completion of studies, investigations, and analyses at the direction of the CEO and presents oral and written reports of findings and recommendations.
- Assist the CEO in formulating policy recommendations for the Board of Directors, attends Board meetings.
- Manages Real Property Assets
- Manages Real Estate Acquisition/Valuation
- Oversees Special Projects including construction of Phase I mitigation items.
- Manages bidding process for special construction and service projects.
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Theories, principles, and practices of organizational administration functions and strategic planning
- Administrative principles and methods, including goal setting, program and budget development and implementation
- Public administration and modern management theory
- Capital and operating budgets
- Social, technical, political and environmental issues influencing transit programs

Ability to:

- Direct the overall activities of major organizational functions
- Determine strategies to achieve goals

- Establish and implement policies and procedures
- Exercise judgment and creativity in making decisions
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, and budgets
- Communicate effectively orally and in writing
- Prepare comprehensive reports and correspondence
- Analyze situations, identify problems, recommend solutions, and evaluate outcome
- Interact with various levels of Authority employees, the Board of Directors, and outside representatives
- Supervise subordinate staff

EDUCATION AND EXPERIENCE

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree – Engineering, Business, Public Administration, or other related field
- Valid California Class C driver license
- Master's degree – Engineering, Business, Public Administration, or other related field desirable

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by and employee to successfully perform this job:

While performing the duties pertaining to this position, the incumbent is to have a range of motion sufficient to push, pull and place books, binders and other materials on level surfaces and in overhead cabinets. When greeting visitors, either in person or on the phone the incumbent maintains a constant, professional, and courteous manner.

WORK ENVIRONMENT

The work environment described here is representative of those an employee encounters while performing this job:

The position typically works indoors in an air-conditioned office, with a mixture of natural, incandescent and fluorescent light. Typical noise levels are muted by acoustic ceilings, carpets, and sound-deadening wall panels. On occasion, the position is called upon to work outside of the office at a public meeting or event. Some of these occur indoors; while others occur outside.