



FARE PROGRAMS ADMINISTRATOR

JC: 000278

PB: 9

FLSA: Exempt

BU: 95 (NR)

Created: June 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under supervision, manages BART portion of interagency services and ensures service adheres to interagency agreement as well as applicable BART standards; serves as the District's liaison, collaborating with fellow Regional Staff Liaisons to advance the fare collections program (Clipper); provides administrative support to the Clipper Executive Board; and performs duties as assigned.

CLASS CHARACTERISTICS

This administrator level classification is responsible for managing the program area and provides exceptional expertise in a specialized program area critical to the mission of the organization. Classification at this level typically independently represent the organization, are subject matter experts possessing highly specialized knowledge, skills, abilities and experience and are responsibility for a specialty program area that has a major impact on the organization. This classification is distinguished from the Engineering Division Manager classes in that the latter have ongoing responsibility for a specified engineering division.

REPORTS TO:

Assistant General Manager of Performance and Budget or designee.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

1. Serves as the liaison, collaborating with fellow Regional Staff Liaisons to advance the Clipper Executive Boards agenda, and ensure goals and objectives established by the Clipper Executive Board are achieved.
2. Makes recommendations for action and assist in the development and implementation of policies, procedures, goals and objectives.
3. Directs or participates in the preparation and review of designs, plans, specifications and cost estimates; ensures specifications and contract requirements comply with District standards and policies.
4. Responds to customer complaints, public record requests, and BART Director inquiries.

Fare Programs Administrator

Page 2

5. Oversees contractor and consultant contracts; develops scope of work; prepares request for proposal; reviews proposals and makes recommendation on selection; assists in contract negotiation and preparation; monitors work activities to ensure compliance with contractual obligations.
6. Provides professional and complex administrative support to Assistant General Manager and General Manager in regard to Clipper. Develops, plans, organizes, directs, administers, reviews and evaluates complex programs and activities within Clipper assignment.
7. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering design and construction.

QUALIFICATIONS

Knowledge of:

- Principles and practices of design, implementation, testing, and installation of fare collection systems.
- Principles and practices of project management.
- Principles and practices of contract administration.
- Principles and practices used in the preparation of designs, plans, specifications and cost estimates.
- Methods and techniques of coordinating and scheduling project work.
- Methods and techniques of contract negotiation.
- Principles and practices of procurement.
- Principles and practices of budget development and administration.
- Principles of supervision, training and performance evaluation.
- Current office procedures, methods and equipment including computers.
- Related Federal, State and local codes, laws and regulations.

Skill in:

- Managing, supervising and coordinating assigned projects.
- Developing and implementing project goals, objectives and procedures.
- Planning, organizing, directing, and coordinating the work of professional staff and contract consultants.
- Planning, organizing, scheduling, monitoring and reviewing project work.
- Managing project design concepts and solutions.
- Managing and reviewing project budget analysis, calculations and cost estimates.
- Preparing designs, plans, specifications and cost estimates.
- Directing or conducting contract negotiations.
- Conducting field inspections.
- Researching, analyzing, compiling, and summarizing variety of material.
- Developing and administering project budgets.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Interpreting and explaining established policies and procedures for assigned District projects.
- Preparing clear and concise reports.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.
- Communicating clearly and concisely, both orally and in writing.

Fare Programs Administrator

Page 3

- Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in Accounting, Business Administration, or a related field from an accredited college or university.

Experience:

Five (5) to seven (7) years of professional verifiable experience in fare programs administration, project management or related experience. Transit experience preferred.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; field environment; travel from site to site.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

BART EEO-1 Job Group: 0500 – Executives/Managers
Census Code: 0430 – Miscellaneous Managers
Safety Sensitive: No