



## MANAGER OF FINANCIAL PLANNING

**JC:** FF297  
**PB:** 9  
**FLSA:** Exempt

**BU:** 95 (NR)  
**Created:** August 2003  
**Revised:** 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 general direction, manages and oversees the District's long-term operating and capital financial plan, forecasting ridership and fare revenue. Manages financial relationships with partner transit agencies in negotiating the terms of those relationships; implementing agreements and performing related financial analysis in support of other District's departments through subordinate managers and supervisors; performs related duties as required.

### **CLASS CHARACTERISTICS**

This is the full-scope managerial level classification is responsible, through subordinate professionals, for managing financial planning services or an assigned unit including the collection, analysis, reporting and forecasting of patron/revenue information, labor benefits, retirement and merit performance, provides complex financial support to management, and other financial analysis as needed. This classification is distinguished from the Director of Financial Planning in the latter manages is responsible for managing and overseeing in activities and operations of the division.

### **REPORTS TO:**

Director of Financial Planning or designee.

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

1. Manages and oversees the District-wide operating financial plan and Capital Improvement Program; forecasts the financial impact of proposed operating plans; manages requests for analysis of proposed capital investment.
2. Makes recommendations for action and assists in the development and implementation of policies, procedures, goals and objectives.
3. Develops and monitors budgets, financial plans, cash flows, reporting requirements and specification changes; prepares budget and capital labor reports.
4. Monitors and evaluates the efficiency and effectiveness of methods and procedures. Recommends, within departmental policy, appropriate service and staffing levels.

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5. Plans, directs, coordinates and reviews the work plan for assigned staff. Assigns and evaluates work activities, projects and programs. Meets with staff to identify and resolve problems.
6. Manages District ridership forecasting and reporting.
7. Manages revenue forecasting; forecasts annual revenues from primary sources such as fares, sales taxes, property taxes, bond issues and grants.
8. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon District operations; recommends and implements equipment, practice and procedural improvements.
9. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
10. Oversees and participates in the development and administration of budgets; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
11. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to financial planning programs, policies and procedures as appropriate.
12. Manages financial and performance analyses; performs actuarial studies to estimate future impact of Public Employees Retirement System payments; advises senior management on budgetary impact of non-represented employee merit programs and other employee benefit programs and costs.
13. Provides staff assistance to the Department Manager, Operating Budgets and Analysis.
14. Manages financial aspects of inter-agency operating agreements between BART and other Transportation agencies (such as SamTrans and Valley Transportation Authority); including modeling, forecasting, billing, analysis and service planning.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles of operating costs and revenues.
- Principles and practices of financial analysis and planning.
- Principles of asset management program.
- Principles and practices of program development and administration.
- Methods and techniques of statistical and economic analysis.
- Methods and techniques of developing and analyzing computerized financial planning models.
- Methods and techniques of market research and strategic planning.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Related Federal, State and local laws, codes and regulations.

**Skill/Ability in:**

- Overseeing and participating in the management of a comprehensive financial analysis program.
- Selecting, supervising, training and evaluating staff.
- Participating in the development and administration of division goals, objectives and procedures.
- Negotiating agreements with transportation agencies.
- Analyzing and identifying operational and workflow problems and recommendations.
- Preparing and administering large program budgets.
- Preparing clear and concise administrative and financial reports.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Establishing and implementing financial agreements.
- Prioritizing and balancing competing funding requests.
- Researching, analyzing and evaluating new service delivery methods and techniques.
- Interpreting and applying Federal, State and local policies, laws and regulations.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS**

**Education:**

Bachelor's Degree in Business Administration, Public Administration, Planning, Economics or a closely related field from an accredited college or university.

**Experience:**

Five (5) of (full-time) professional verifiable experience in financial planning or related experience.

**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.

**Physical Conditions:**

May require maintaining physical condition necessary for sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 0500 – Executives/Managers

**Census Code:** 0120 – Financial Managers

**Safety Sensitive:** No