



SENIOR MANAGER, FINANCIAL ANALYSIS & ADMINISTRATION

JC: 000185

PB: 10

FLSA: Exempt

BU: 95 (Non-Rep)

Created: December 2018

*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

Plans, directs, manages and oversees the activities and operations associated with all financial and administrative services within an Operations department; coordinates assigned activities with other departments; provides highly responsible and complex administrative support to the assigned higher-level management staff; and performs related duties as assigned.

CLASS CHARACTERISTICS

This full-scope managerial level classification manages, through lower level managers, supervisory and professional staff, all financial and administrative services and activities within the assigned department, which may include financial planning and reporting, asset management, procurement support, departmental personnel support and/or department-level employee development and technical training programs. This classification is accountable for accomplishing department objectives within general policy guidelines and is distinguished from other manager classifications within Operations in its specific overall management responsibility for all administrative and financial support functions within an assigned department.

REPORTS TO

Assigned department or executive manager or his/her designee.

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

1. Assumes leadership and management responsibility for assigned services and activities associated with financial planning, analysis & reporting; asset management; procurement support; departmental personnel support activities, and department level employee development and technical training programs.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.

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4. Plans, directs, coordinates, and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
5. Works closely with department leadership; cost center managers and outside subject matter experts to develop effective solutions and proper workflow processes and procedures.
6. Investigates accidents and unusual occurrences; determines cause, develops, and implements resolutions or corrective actions.
7. Ensures compliance with applicable EPA, OSHA, water district, sanitary district, fire department, and other related regulatory agency rules and regulations.
8. Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
9. Leads in the development of and tracking of annual capital and operating budgets; oversees development of tools for accurate forecasting of funds needed for staffing, equipment, materials, and supplies to support departmental goals and objectives.
10. Oversees the development and distribution of financial tracking and reporting tools.
11. Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
12. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to policies and procedures as appropriate.
13. Attends and participates in professional group meetings; stays abreast of new trends in asset management and innovations in the field of financial forecasting and analysis tools and practices.
14. Responds to and resolves difficult and sensitive patron inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- Principles and practices of transit asset management
- Principles and practices of effective technical training programs
- Principles and practices of administering employee development programs
- Principles and practices of budget forecasting, preparation, administration and analysis.
- Principles of supervision, training, and performance evaluation.
- Occupational hazards and standard safety practices including OSHA and environmental rules and regulations.
- Related Federal, State and local laws, codes, and regulations.

Skill in:

- Financial Planning & Analysis
- Oversight of employee development programs.

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- Technical and regulatory training planning scheduling and delivery methods.
- Participating in the development and administration of division goals, objectives, and procedures.
- 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.
- Ensuring compliance with applicable EPA, OSHA and other mandated rules and regulations.
- 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 the work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in business administration or a closely related field from an accredited college or university.

Experience:

Five (5) years of (full-time equivalent) verifiable experience in financial planning, employee development program oversight (2) years of administrative and supervisory experience.

Other Requirements:

Applicable positions in this classification, may require 24 hours, 7 days per week on-call responsibility for revenue vehicle and shop problems.

Substitution:

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; field environment; construction site environment; exposure to heat, cold, moving vehicle, electrical energy and inclement weather conditions.

Physical Conditions:

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

EEO-1 BART Job Group:	0500 – Executives/Managers
Census Code:	0120 – Financial Managers
Safety Sensitive Designation:	No