

Los Angeles County Metropolitan Transportation Authority

SR EXECUTIVE OFFICER, OPERATIONS/DEPUTY CHIEF OPERATIONS OFFICER

Pay Grade HCC

(\$222,476.80 - \$273,894.40 - \$325,353.60)

Basic Function

To collaborate with the Chief Operations Officer in directing the overall activities of Metro's transit service delivery.

Classification Characteristics

This classification is exempt/at-will and the incumbent serves at the pleasure of the hiring authority.

Supervised by: Chief Operations Officer

Supervises: Sr. Executive Officers, Executive Officer, Deputy Executive Officers, Executive Secretary

FLSA: Exempt

Work Environment

In order to achieve the Agency's goals in support of its mission, potential candidates are required to commit and continuously practice and demonstrate the following work values:

- **Safety** – To ensure that our employees, passengers and the general public's safety is always our first consideration.
- **Services Excellence** – To provide safe, clean, reliable, on-time, courteous service for our clients and customers.
- **Workforce Development** – To make Metro a learning organization that attracts, develops, motivates and retains a world-class workforce.
- **Fiscal Responsibility** – To manage every taxpayer and customer-generated dollar as if it were coming from our own pocket.
- **Innovation and Technology** – To actively participate in identifying best practices for continuous improvement.
- **Sustainability** – To reduce, reuse and recycle all internal resources and reduce greenhouse gas emissions.
- **Integrity** – To rely on the professional ethics and honesty of every Metro employee.
- **Teamwork** – To actively blend our individual talents to achieve world-class performance and service.
- **Civil Rights** – To actively promote compliance with all civil rights statutes, regulations and policies.

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- **Community** - To actively engage with the Community as it relates to Metro interest/services.

Examples of Duties

- With the Chief Operations Officer, establishes goals, major priorities, and develops strategies and resolutions to major bus and rail transportation, maintenance and service planning matters.
- Develops and implements strategic business plans for Operations.
- Develops strong operational management team; prepares for next generation of leaders.
- Works with outside agencies and policy makers to secure support for programs and create partnerships.
- Creates Operations' safety vision; approves and adopts Operations' safety rules, policies and procedures; communicates safety expectations; and maintains accountability for safety performance of Operations.
- Manages transit operations performance against goals and makes recommendations for improvement.
- Pursues funding applications for various programs.
- Manages capital and operating budgets and adherence to policies and procedures.
- Represents Metro in meetings and conferences with public agencies, the private sector, public and corporate officials, and the general public.
- Oversees studies, investigations, and analyses; presents oral and written reports of findings and recommendations.
- Maintains and updates long-range staffing plans, resource needs, and contingencies to support Metro projects.
- Supervises subordinate staff.
- Manages departments including developing, monitoring and adhering to Metro's policies/procedures, budget and achieving units goals and objectives.
- Contributes to ensuring that the EEO policies and programs of Metro are carried out.

Essential Knowledge and

Abilities Knowledge of:

- Public transit operations (including transportation, maintenance and operations planning and scheduling) and program areas.
- Applicable local, state, and federal laws, rules, and regulations.
- Public administration.
- Capital and operating budgets.
- Administrative principles and methods, including goal setting, program

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- and budget development and implementation.
- Social, political, and environmental issues influencing transportation programs.
- Modern management theory.

Ability to:

- Develop and implement objectives, policies, procedures, work standards, and internal controls.
- Recommend strategies to achieve goals.
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, budgets, contracts, and labor/management agreements.
- Represent Metro before elected officials and the public.
- Analyze situations, identify problems, implement solutions, and evaluate outcome.
- Prepare comprehensive reports and correspondence.
- Establish and maintain cooperative working relationships.
- Exercise judgment and creativity in making decisions.
- Communicate effectively orally and in writing.
- Interact professionally with various levels of Metro employees, outside representatives, and public officials.
- Read, write, speak, and understand English.

Minimum Qualifications

Potential candidates interested in the **SR EXECUTIVE OFFICER, OPERATIONS/DEPUTY CHIEF OPERATIONS OFFICER** position **MUST** meet the following requirements:

- Bachelor's degree in Business, Public Administration, Transportation Planning, or other related field.
- 8 TO 10 years senior management-level experience in public transit operations.
- Valid California Class C driver license.
- Master's degree in related field desirable.

Special Conditions

- 24 hour on-call.

Disclaimer

This job specification is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor.

TO APPLY

To be considered for this opportunity, please submit your resume and letter of interest electronically, as soon as possible to Daphne Le Blanc's attention at daphne@thehawkinscompany.com. The letter should include budget and staff size; largest workforce supported; and two major accomplishments that illustrate your qualifications and leadership.

Resumes received by **JUNE 30, 2018** will receive first consideration. For the complete position description, please visit www.thehawkinscompany.com. Confidential inquiries are encouraged and should be directed to Daphne Le Blanc, 818.399.5787.