

# Los Angeles County Metropolitan Transportation Authority

## **SR EXECUTIVE OFFICER, OPERATIONS/DEPUTY CHIEF OPERATIONS OFFICER**

### **Pay Grade HCC**

**(\$176,009.60 - \$220,001.60 - \$264,014.40)**

#### **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](mailto: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](http://www.thehawkinscompany.com).

Confidential inquiries are encouraged and should be directed to Daphne Le Blanc, who **WILL BE AVAILBLE AT THE APTA RAIL CONFERENCE** to discuss the opportunity. Contact Ms. Le Blanc at 818.399.5787.