



Bay Area Rapid Transit



Invites applications for



MANAGING DIRECTOR

Office of Capitol Corridor

Post Date: February 11, 2019

Close Date: Open Until Filled

www.bart.gov/jobs

An Equal Opportunity Employer - BART / Capitol Corridor is an equal opportunity employer. Women, minorities, and persons with disabilities



BENEFITS

Capitol Corridor offers one of the most comprehensive compensation and benefits programs you will find anywhere. We pay at rates that are strongly competitive in the labor market, and complement our pay program with an outstanding benefits package. Benefits include :

■ Retirement Programs

Pension plan is through the California Public Employees' Retirement System (CalPERS), and provides for a 2% @ 62 formula for new employees who are also new to public retirement systems. Newly hired employees who are members of CalPERS or a reciprocal retirement system will receive the "classic" retirement formula of 2% @55.

Deferred Compensation Plan (IRC 457) is offered.

BART does not contribute to Social Security. However, Medicare contributions are made.

■ Medical Benefits

Excellent medical coverage 0.0(effective January 1, 2019 current employee cost \$147.14 monthly for most plans).

■ Dental Benefits

Principal Financial Group. \$2,000 per person per calendar year with no deductible. \$2,000 limit can be shared with other family members. Orthodontia—lifetime max of \$3,500 (not part of family bank).

■ Vision Benefits

Vision Service Plan (VSP). Standard and enhanced plans available.

THE DISTRICT

SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT

The offices of the Capitol Corridor are within the San Francisco Bay Area Rapid Transit District (BART), which offers the satisfaction of providing an invaluable public service, while accomplishing your own career goals, earning highly competitive pay, and enjoying an unparalleled benefits program. The Capitol Corridor, one of America's premier intercity rail public transit systems, has over 600 contract employees and an annual budget of approximately \$100 million. Headquartered in the heart of downtown Oakland, California, Capitol Corridor has a service area covering the 8 counties within Northern California, a total population of over 7 million people. The Capitol Corridor's current fleet is comprised of 128 vehicles and carriers over 1.7 million passengers a year, making it the 3rd busiest route in the national Amtrak system.

THE POSITION

MANAGING DIRECTOR, CAPITOL CORRIDOR

The Managing Director Capitol Corridor will provide strategic leadership and direction on day-to-day activities and operations of the Capitol Corridor passenger rail services program. The Managing Director will provide highly complex executive management support to the General Manager and Capitol Corridor Joint Powers Board in the execution of long and short-term plans related to the operations, management and delivery of Capitol Corridor passenger rail services. In addition, the Managing Director will develop and direct the implementation and execution of policies, plans, procedures and programs related to the administration and management of the Capitol Corridor passenger rail service; review legislation, evaluate impact and recommend and implement policy and procedural improvements; and manage and direct the development and implementation of the capital improvement program and the annual budget for marketing, operations and administration, which includes forecasting funds needed for staffing, equipment, materials, supplies, and projects related to the delivery of the Capitol Corridor passenger rail service.

Ideal candidate will have the following experience above the minimal qualifications: Extensive experience in the management and oversight of contracted passenger rail operations including knowledge in project and program management, financial planning and government and legislative affairs.

THE IDEAL CANDIDATE

The successful candidate will have a Bachelors degree in business administration, engineering, public administration or a closely related field from an accredited college or university and (Seven (7) years of (full-time equivalent) verifiable professional public or private transportation experience which must have included at least four (4) years of management responsibility. Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

BENEFITS (cont'd)

■ Vacation

Three weeks of paid vacation after one year of service. Four weeks after five years of service. Five weeks after 15 years of service. Six weeks after 19 years of service.

■ Holidays

Nine paid statutory holidays per year
Five floating holidays per year

Vacation and holiday hours can be carried over, bought back or banked for use upon eligible termination

■ Sick Leave

Twelve days per year

■ Life Insurance

Up to four times annual base salary. The District provides coverage in the amount of two times base salary. Additional coverage equal to two times base salary may be purchased.

■ Disability Benefits

Long and short-term disability benefits are provided at no cost to employees.

■ Other Benefits

Assault Insurance
Bereavement Leave
Credit Union Membership
Education Assistance
Employee Assistance & Counseling
Jury and Witness Duty
Military Leave
Survivor Benefits
Travel Accident Insurance
Flexible Spending Plan
Free BART Transportation

ESSENTIAL JOB FUNCTIONS

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

1. Assumes full management responsibility for assigned services and activities including overseeing and directing the operation, management and delivery of Capitol Corridor passenger rail service; administers and participates in the development of policies and procedures.
2. Provides administrative support to the Capitol Corridor Joint Powers Board in the development and implementation of program goals, objectives, policies and priorities.
3. Establishes, within District policy, appropriate levels of inter-city passenger rail service and the staffing levels necessary to manage such services; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Administers through District and contracted staff, the delivery of services for the Capitol Corridor program; works with key staff and contract partners (Amtrak, Union Pacific, Caltrans) to identify and resolve problems.
5. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. Develops and monitors the annual business plan for the Capitol Corridor Joint Powers Board; submits to appropriate state agencies and departments as required and according to prescribed deadlines; answers questions and resolves discrepancies as needed.
7. Monitors, reviews and participates in the work of staff responsible for identifying and resolving legislative issues affecting and/or involving the Capitol Corridor Joint Powers Board at both the state and federal level.
8. Oversees related customer service programs and activities related to the Capitol Corridor passenger rail service.
9. Administers all aspects of passenger railroad operations and maintenance performed by contracted entities.
10. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates management staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
11. Oversees and participates in the development and administration of the Capitol Corridor Joint Powers Board budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
12. Explains, justifies and defends assigned department programs, policies and activities; negotiates and resolves sensitive and controversial issues.
13. Represents the Capitol Corridor Joint Powers Board to other executive staff, departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
14. Provides staff assistance to the General Manager; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
15. Attends and participates in Capitol Corridor Joint Powers Board meetings and other professional group meetings; prepares, reviews and coordinates meeting agendas as assigned; stays abreast of new trends, innovations and legislation in the field of public transportation.
16. Responds to and resolves difficult and sensitive citizen inquiries and complaints.



HOW TO APPLY

External applicants may only apply online, at www.bart.gov/jobs. Applicants needing assistance with the online application process may receive additional information by calling (510) 464-6112.

All applicants are asked to complete the application in full, indicating dates of employment, all positions held, hours worked, and a full description of duties. On line applicants are invited to electronically attach a resume to the application form to provide supplemental information, but should not consider the resume a substitute for the application form itself.

Applications must be complete by the closing date and time listed on the job announcement.

SELECTION PROCESS

Applications will be screened to assure that minimum qualifications are met. Those applicants who meet minimum qualifications will then be referred to the hiring department for the completion of further selection processes.

The selection process for this position may include a skills/performance demonstration, a written examination, and a panel and/or individual interview.

The successful candidate must have an employment history demonstrating reliability and dependability; provide copies of certificates, diplomas or other documents as required by law, including those establishing his/her right to work in the U. S; pass a pre-employment medical examination which may include a drug and alcohol screen, and which is specific to the essential job functions and requirements. Pre-employment processing will also include a background check.



BAY AREA RAPID TRANSIT

HUMAN RESOURCES DEPARTMENT
300 LAKESIDE DRIVE, 20TH FLOOR

OAKLAND, CA 94612
510.464.6112 ph
510.464.6254 fax