



## GROUP MANAGER, BUSINESS ADMINISTRATION

JC: 000360

PG: N11

BU: 95 (NR)

FLSA: Exempt

*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, plans, directs, manages and oversees the business administration activities and operations within the Office of Infrastructure Delivery; oversees staff responsible for financial analysis and administrative functions on capital projects, the department's operating budget, position control, and acquisition support; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Assistant General Manager, Infrastructure Delivery; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This deputy director level classification is responsible for performing management and administration of a group under the direction of the Director or Executive category. Classifications in this category assist in guiding the development, preparation, and maintenance of the department's policies, and may lead collaborative efforts with other internal departments to develop continuous process improvements. Additionally, this classification is responsible, through subordinate managers, for managing all business administration activities in support of system-wide construction and engineering projects. Accordingly, decision-making required for this classification may have significant, long-term impact on the organization. This classification is distinguished from the Assistant General Manager, Infrastructure Delivery in that the latter has overall responsibilities for providing strategic leadership in the execution of long-term and short-term goals related to all activities and operations within the Office of Infrastructure Delivery.

### **REPORTS TO**

Assistant General Manager, Infrastructure Delivery or designee

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

1. Assumes full management responsibility for department services and activities including operating and/or capital budgets, procurement support, and department personnel support activities.
2. Participates in the development and optimization of business management systems; analyzes and utilizes data to inform management decisions and measure organizational performance.
3. Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.

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4. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
5. Plans, directs, and coordinates, through subordinate level staff, the group's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
6. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
7. Explains, justifies and defends department programs, policies and activities; negotiates and resolves sensitive and controversial issues.
8. Implements new financial and administrative systems and procedures developed internally or by other departments, including facilitating trainings and information sharing throughout the department and supports executive leadership in enforcing compliance with business processes.
9. Oversees tracking, analysis, and reporting essential to the function of the team and in support of the Assistant General Manager such as evaluations of staffing levels for service delivery, financial reporting to outside funding agencies and oversight boards, and trends analysis.
10. Represents the Office of Infrastructure Delivery to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
11. Monitors the organizational structure, staff assignments, service levels and administrative systems required to accomplish the group's mission and objectives in an effective and efficient manner; directs the identification and analysis of opportunities for service enhancements.
12. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public sector finance and administration.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations of a large public-sector department, preferably in transportation
- Principles and practices of policy development and administration
- Principles and practices of public sector procurement
- Operational characteristics of financial information systems applications
- Principles of business communications and report preparation
- Principles and practices of budget preparation, forecasting, and administration
- Principles of supervision, training and performance evaluation
- Related Federal, State and local laws, codes and regulations

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### **Skill in:**

- Managing public sector finance and administration projects
- Developing and administering departmental goals, objectives and procedures
- Analyzing and assessing policies and operational needs and making appropriate adjustments
- Delegating authority and responsibility
- Selecting, supervising, training and evaluating staff
- Researching, analyzing and evaluating new service delivery methods and technique
- Developing program standards for project control, finance and administration
- Preparing clear and concise administrative and financial reports
- Preparing and administering large and complex budgets
- Interpreting and applying applicable 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 Finance, Business Administration, Public Policy or a closely related field from an accredited college or university.

#### **Experience**

Six (6) years of (full-time equivalent) verifiable experience in finance, public policy, businesses administration, government or related experience which must include at least two (2) years of management 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.

#### **Other Requirements**

Work may necessitate working off-hours; including nights or weekends.

### **WORKING CONDITIONS**

#### **Environmental Conditions**

Office environment; exposure to computers.

#### **Physical Conditions**

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

**BART EEO-1 Job Group:** 0500 – Executives/Managers  
**Census Code:** 0430 – Miscellaneous Managers  
**Safety Sensitive:** No

**CLASSIFICATION HISTORY**

**Created :** January 2023

**Revised:**

**Updated:**