

CITY OF SIMI VALLEY

TRANSIT FINANCE MANAGER

*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.*

SUMMARY DESCRIPTION

Under general direction, provides highly responsible and complex financial assistance to the Deputy Director/Transit in the administration of federal/state funded transit grant programs including grant application, compliance management and mandated reporting; administers the Transit Division budget including preparation, purchasing, capital planning and revenue monitoring.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a wide variety of responsible managerial and administrative support duties related to federal/state transit grant funding including grant preparation, administration, ensuring compliance and mandated reporting; work closely with federal agencies as grant and reporting system applications transition to the internet.
2. Administer the Transit Division budget including planning, preparation, purchasing, capital planning and revenue monitoring; prepare a variety of financial reports.
3. Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures for transit operations as they relate to grant funding compliance and financial management.
4. Ensure efficient flow of federal funds using complex reconciliation techniques associated with a variety of systems processing requirements.
5. Develop and provide to various county, state and federal agencies a 5-year plan for Transit's capital and operating budget.
6. Coordinate and collaborate with departments, divisions and outside agencies; serve as a liaison to transit related organizations in relation to program funding activities.
7. Administer Transit's Disadvantaged Business Enterprise program, ensuring compliance.
8. Serve as liaison for FTA-NTD Safety and Security reporting module, which includes Major Incident Reporting and Safety and Security Summary Reporting, ensuring compliance.
9. Manage and supervise the processing of transit purchasing activities.
10. Oversee and ensure payroll functions for the division are performed in compliance with policies, procedures and labor agreements.
11. Develop, document, and maintain complex statistical information required for reporting to the city, county, state and federal agencies in accordance with individual agency guidelines.

12. Review various personnel documents and reports and assist other division supervisors and managers in resolving personnel related issues.
13. Provide staff assistance to the Deputy Director/Transit; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
14. Respond to the activation of the City's Emergency Operations Center (EOC) by coordinating the transportation of emergency personnel, resources, equipment and supplies; participate in coordinating the City's Disaster Route Priority Plan.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of grants management and federal procurement/finance guidelines.
16. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Federal and state transit grant programs including application, administration, and reporting requirements.
- Principles and practices of public transportation and paratransit programs.
- Principles of municipal budgeting and financial administration.
- Principles and practices of public purchasing and bidding.
- Principles and practices of contract development and administration.
- Principles of supervision, training and performance evaluation.
- Principles of research and report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Pertinent federal, state and local laws, codes and regulations including the basic requirements of the Americans with Disabilities Act as it relates to public transit services.

Ability to:

- Perform complex administrative and analytical activities relating to federal and state grant administration.
- Prepare and monitor a complex budget with multiple revenue sources.
- Select, supervise, train and evaluate staff.
- Maintain complete and accurate financial records and files.
- Prepare clear and concise reports.
- Operate office equipment including computers and supporting software applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in transportation administration, public administration, business administration or a related field.

Experience:

Four years of increasingly responsible experience in the financial management of transit related programs including the administration of grant funds.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting; some travel from site to site.

Physical: Sufficient physical ability necessary for sitting, walking or standing for prolonged periods of time.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.