



GROUP MANAGER, PROJECT CONTROLS

JC: EF121
PB: 11
FLSA: Exempt

BU: 95 (NR)
Created: March 2002
Revised: June 2019

*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 activities and operations of the Project Controls Group including the development of new project scopes, contracts, budgets and schedules for the District's Design and Construction Department; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Assistant General Manager, Design and Construction; and performs additional duties as assigned.

CLASS CHARACTERISTICS

This Deputy Director level classification is responsible for performing administration of a department 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, may lead collaborative efforts with other internal departments to develop continuous process improvements, or manage consulting contracts and task orders, and monitor and evaluate staff performance and provide feedback, coaching, and/or positive recognition for department personnel and decision-making may have significant, long-term impact on the organization. This classification is distinguished from the Assistant General Manager, Design and Construction in the latter has overall responsibilities for the District's design and construction projects and programs.

REPORTS TO:

Assistant General Manager, Design and Construction or designee.

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

1. Assumes full management responsibility for all department services and activities including the development of new project scopes, contracts, budgets and schedules; recommends and administers policies and procedures.
2. Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.

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3. 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.
4. Plans, directs and coordinates, through subordinate level staff, the Project Controls group 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.
5. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. Manages the development of assigned extension project budgets; monitors project funding availability and funding requirements; submits revised budget recommendations as needed.
7. Develops program standards for project finance, administration and new project development.
8. Develops and administers project schedules, contracts, and work plans; develops work directives for professional consultant contracts; monitors and tracks contracts to ensure compliance with District policies, procedures, rules and regulations.
9. Implements new financial management systems for assigned capital projects; revises the District's capital project status reporting; analyzes data for project trends and prepares reports.
10. Reviews all capital contract professional service invoices prior to payment; assures invoices are properly completed and that charges are within scope of contract.
11. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
12. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
13. Explains, justifies and defends department programs, policies and activities; negotiates and resolves sensitive and controversial issues.
14. Represents the Project Controls group to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
15. Provides assistance to the District's executives, including, but not limited to, leading and conducting regular and ad hoc budgetary, revenue, planning and procurement analyses and projections for policy making, inter-jurisdictional reimbursement and efficiency improvements.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public transportation development.
17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- Operations of a comprehensive public transportation development program
- Principles and practices of project control and administration
- Principles and practices of policy development and administration
- Principles and practices of contract administration
- Operational characteristics of financial information systems applications
- Principles of business letter writing and report preparation
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Related Federal, State and local laws, codes and regulations

Skill in:

- Managing public transit development finance and administration projects
- Developing and administering departmental goals, objectives and procedures
- Analyzing and assessing policies and operational needs and making appropriate adjustments
- Identifying and responding to sensitive community and organizational issues, concerns and needs
- Delegating authority and responsibility
- Selecting, supervising, training and evaluating staff
- Researching, analyzing and evaluating new service delivery methods and techniques
- Developing program standards for project control, finance and administration
- Developing and administering project schedules and work plans
- Ensuring project compliance with contract guidelines
- Monitoring project funding availability and funding requirements
- 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, Economics, Business Administration or a closely related field from an accredited college or university.

Experience:

Six (6) years of (full-time equivalent) verifiable project financial administration experience which must include at least two (2) years of management and administrative 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.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

BART EEO-1 Job Group: 0500 – Executives/Managers

Census Group: 0120 – Financial Managers

Safety Sensitive: No