



RESOLUTION ADOPTING THE PROPOSED AGENCY REORGANIZATION PLAN AND
JOB CLASSIFICATIONS

WHEREAS, The San Francisco Board of Supervisors designated the Transportation Authority Board as the Treasure Island Mobility Management Agency (TIMMA) Board in April 2014 through Resolution 110-14; and

WHEREAS, The Transportation Authority, as TIMMA, is implementing a congestion pricing toll system on Treasure Island scheduled to be complete and open for operations in late 2019, concurrent with the first occupancy of new housing on Treasure Island; and

WHEREAS, TIMMA's Fiscal Year (FY) 2016/17 work program, adopted by the TIMMA Board on July 26, 2016 through Resolution 17-02, continues to advance the Treasure Island Transportation Implementation Plan (TTTTIP), which provides a vision and strategies for a sustainable transportation system for Treasure Island; and

WHEREAS, From November 2015 to November 2016, the Transportation Authority conducted an organizational study and assessment with consulting firm HNTB to identify organizational structure changes that would need to be implemented to successfully launch the TTTIP; and

WHEREAS, HNTB recommended adding several roles and responsibilities to become ready for TIMMA operations; and

WHEREAS, To accommodate these additional responsibilities, the proposed organizational chart amendments include the addition of five new FTE positions (as shown in Attachment 1), raising the agency's total staff from 41 to 46 FTEs, a 12 % increase; and

WHEREAS, The job descriptions for the five new FTE positions are included as Attachment 2; and these positions would be incrementally filled according to project demands as we move closer



to toll operations in 2019; and

WHEREAS, While these positions will primarily work on TIMMA operations, their responsibilities will also be matrixed to support Transportation Authority operations, and budgeted accordingly; and

WHEREAS, In May 2014 through Resolution 14-80, the Board approved a staff reorganization plan to address staff capacity issues with new goals and responsibilities, existing workload management needs and issues, and retention and succession planning which added eight full-time equivalent (FTE) positions, raising the agency's total from 33 to 41 FTEs; and

WHEREAS, As the organizational structure changes have been implemented over the past two years, the agency has continued to pay close attention to workload management needs, striving to address them through a combination of the agency's staffing plan, as well as changes to our business processes and practices; and

WHEREAS, Based on these considerations, along with opportunities afforded by recent hires, we have concluded that the Program Analyst and Planner positions in the Policy and Programming Division, would better align with near-term work program needs if the positions were reclassified to a Senior Program Analyst and a Senior Planner in the Policy and Programming Division; and

WHEREAS, The adopted FY 2016/17 Transportation Authority and TIMMA budgets did not include the cost of the additional positions proposed as part of this agency staffing plan; and

WHEREAS, If the Board approves the proposed reorganization, there would be a FY 2016/17 budget amendment to both the Transportation Authority and TIMMA Boards that reflects the addition of the anticipated needed positions and being able to fill with identified funding during this fiscal year; and

WHEREAS, The proposed reorganization is estimated to increase personnel costs up to a maximum of \$222,342 in the current fiscal year; \$913,822 in FY 2017/18; and \$1,056,414 in FY



2018/19; and

WHEREAS, The reclassifications of the Program Analyst and Planner positions to Senior Program Analyst and Senior Planner positions, respectively, in the Policy and Programming Division is estimated to increase personnel costs up to an additional \$39,381 for each fiscal year going forward; and

WHEREAS, The two dedicated TIMMA positions, the TIMMA Program Manager and TIMMA System Manager, will be initially fully funded through Memoranda of Agreements with TIDA and eventually TIMMA toll revenue, while the other new positions, the Senior Program Analyst, Senior Planner, and Communications Associate, would be funded by a combination of TIDA funds, state and federal grants, and Prop K funds; and

WHEREAS, On November 30, 2016, the Personnel Committee reviewed the subject request and unanimously recommended approval of the staff recommendation; now, therefore, be it

RESOLVED, That the Transportation Authority hereby adopts the proposed agency reorganization plan as depicted in Attachment 1 and the job classifications included as Attachment 2.

Attachments (2):

1. Proposed Organizational Chart
2. Job Descriptions (5)

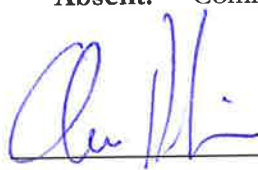


The foregoing Resolution was approved and adopted by the San Francisco County Transportation Authority at a regularly scheduled meeting thereof, this 13th day of December, 2016, by the following votes:

Ayes: Commissioners Avalos, Breed, Cohen, Farrell, Kim, Mar, Peskin and Yee (8)

Nays: (0)

Absent: Commissioners Campos and Tang (2)

 12-19-16

Aaron Peskin Date
Chair

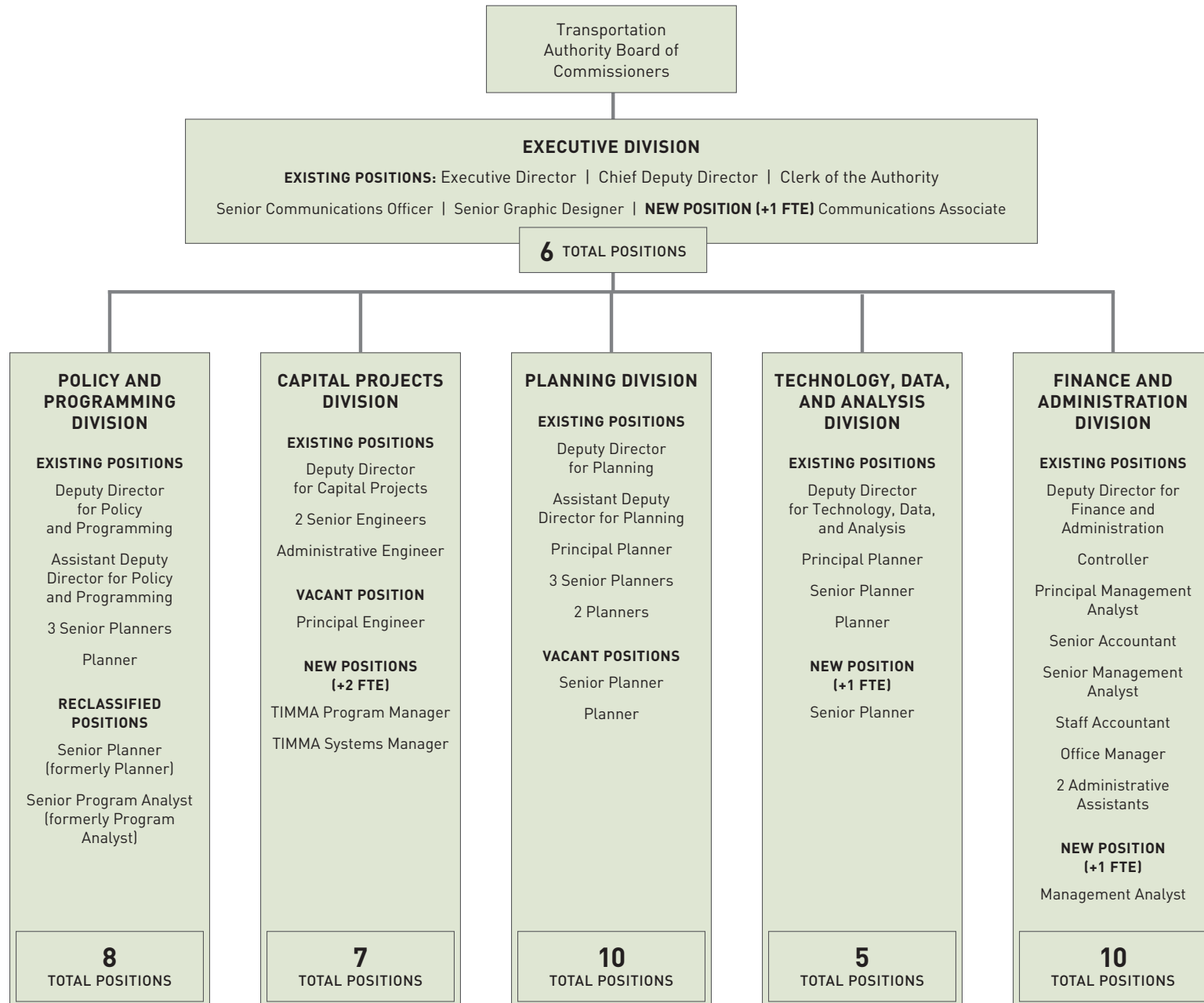
ATTEST:  12/20/16
Tilly Chang Date
Executive Director

Attachment 1

SAN FRANCISCO COUNTY TRANSPORTATION AUTHORITY

Proposed Agency Structure and Functions

+5, 46 Staff Positions





Job Description

CAPITAL PROJECTS

TIMMA PROGRAM MANAGER

Reports to: Deputy Director for Capital Projects

Employment Status: Full-Time, Exempt

Summary

The Treasure Island Mobility Management Agency (TIMMA) Program Manager plans, organizes, oversees, coordinates, and manages the day-to-day operations of the Treasure Island Mobility Management (TIMMA) program. The duties specified below are characteristics of the range of duties responsibilities assigned to this position, and not intended to be an inclusive listing.

Essential Duties and Responsibilities

- Plans, manages, and oversees the daily operations and activities of the TIMMA project, where work may be provided by professional contractors, consultants and/or Transportation Authority staff.
- Recommends, develops and implements goals, objectives, policies, and priorities for the smooth, efficient and effective operation of the TIMMA project; administers policies and procedures; updates as required.
- Develops standards and quality service level requirements for TIMMA operations.
- Develops, negotiates, and recommends the approval of contracts and cooperative agreements with other governmental agencies, consultants and private contractors as needed to provide TIMMA operation; ensures standards and quality service levels are built into contracts and performance is monitored and corrected as needed.
- Monitors monthly revenue from tolling, parking and other activities, makes recommendations for pricing changes as needed.
- Oversees and/or conducts analysis of TIMMA mobility programs and initiatives, revenue generation and resident and customer service activities; analyzes data, prepares staff reports and makes recommendations.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of TIMMA operations and revenue generating programs, service delivery methods, and procedures, marketing outreach programs and materials; identifies opportunities for improvement and makes recommendations to Transportation Authority executive management; implements approved changes.
- Provides highly complex staff assistance to the Deputy Director of Capital Projects; develops and reviews staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards, as well as the public.
- Performs related duties as required and assigned.

Supervisory Responsibilities

Supervises the TIMMA Systems Manager, interns, external consultant teams, and service providers.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, abilities, training and experience required of this job.

Training and Experience: Completion of an undergraduate degree in an appropriate discipline such as business or public administration, transportation planning, civil engineering, and ten (10) years of progressively responsible experience in transportation planning, programming or funding, special district, municipal or hospitality management, or contract management, including at least three (3) years of demonstrated experience in working with external organizations and stakeholders in the delivery and evaluation of public services. Experience in managing business improvement districts, capital development, public works/facilities maintenance and transportation demand management programs desirable.

Knowledge: Administrative principles and practices, including goal setting, congestion pricing and TDM program development, implementation, and evaluation, and project management. Principles and practices of public agency tolling and TDM operations, including toll collection and violation enforcement technology, parking and transit operations, fee generation and collection practices; customer service practices and procedures. Basic research methods and database management techniques; proficiency with standard computer spreadsheet, word processing, presentation and internet software; and statistical and computational analysis principles and methods.

Skills and Abilities: Ability to recommend and implement goals, objectives, and practices for providing effective and efficient TIMMA operations. Effectively develop and manage contractors and consultants ensuring delivery of agreed upon service levels, within established costs and time parameters. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials; facilitate meetings; speak effectively and write clearly and concisely; and exercise tact and courtesy in working with members of the general public, and interact effectively with Transportation Authority Board members, other government officials, professional and technical colleagues and staff.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Expect some outdoor activity that may require walking (or traveling by mode other than automobile) moderate distances, such as when completing site visits. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to travel on occasion.

Employment Status: *Full-Time, Exempt.* An employee in this position is not subject to the minimum wage and overtime requirements of the Fair Labor Standards Act and is regularly scheduled to work 40 hours a week.

Annual Compensation Range: \$145,308-\$196,164..... Adopted xxx xx, 20xx
Resolution xx-xx



Job Description

CAPITAL PROJECTS TIMMA SYSTEMS MANAGER

Reports to: TIMMA Program Manager

Employment Status: Full-Time, Exempt

Summary

The Treasure Island Mobility Management Agency (TIMMA) Systems Manager is responsible for the development, implementation, maintenance and upkeep of all systems and technology that supports the TIMMA program. The duties specified below are characteristics of the range of duties and responsibilities assigned to this position, and not intended to be an inclusive listing.

Essential Duties and Responsibilities

- Plans, manages, facilitates and oversees identifying, analyzing and documenting tolling, parking and transit fare collection, equipment and systems operational requirements and enterprise system requirements for services provided by private contractors and consultants or for work performed directly by staff.
- Facilitates and collaborates with private contractors and consultants or internal technology staff on the design, development, testing, release and maintenance of tolling, parking and transit fare collection system equipment, identifying, analyzing and documenting enterprise system integration requirements and resulting software/system solutions in support of the TIMMA project.
- Ensures the development, standardization, implementation and maintenance of systems, documents, processes and procedures, including disaster recovery capabilities, resulting in critical systems being secure, operational and continuously available for 24x7x365 tolling operation.
- Develops and standardizes procedures and methods to continuously monitor and improve the efficiency and effectiveness of tolling, parking and fare collection and enterprise system integration technology, policies and procedures; identifies opportunities for improvement.
- Participates in the identification and evaluation of private contractors, consultants and vendors to provide services to TIMMA; develops procurement and evaluation criteria and materials; performs price/cost analyses and assess the quality and suitability of proposed service contractors.
- Provides highly complex staff assistance to the TIMMA Program Manager; develops and reviews staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards, as well as the public.
- Manages day to day toll and parking revenue collection operations, congestion pricing technology and services installation and maintenance contract, technology and service support contracts, installation and maintenance of tolling, parking and transit fare collection activities.
- Performs related duties as required and assigned.

Supervisory Responsibilities

Supervises external consultant teams and service providers. May supervise interns.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, abilities, training and experience required on this job.

Training and Experience: Completion of an undergraduate degree in computer science, information systems technology; software and computer systems technology, or a closely related field and five (5) years of increasingly responsible professional computer and information systems experience in a 24/7, mission critical revenue-generating business enterprise including three (3) years of experience supervising contract service providers.

Knowledge: Administrative principles and practices, including goal setting, tolling, parking and transit fare collection equipment and technology development, implementation, and evaluation, and project management; parking and transit systems architecture and components; principles and practices of enterprise systems, transaction framing logic, transaction processing and data flows, financial database management software and the application to finance and accounting programs, including report writing and basic SQL; customer service software and violation processing software and operations; system development life cycle requirements including requirements analysis, design, development, testing, implementation; monitoring and maintenance; conceptual and implementation background with Client/Server architecture; web development; SQL databases; LAN/WAN technologies; routing protocols; server technologies; virtualization technology; storage technologies; and security and access management applications.

Skills and Abilities: Ability to manage and monitor complex projects, on-time and within budget; evaluate and develop improvements in operations, procedures, policies, or methods; prepare clear and concise reports, correspondence, policies, procedures, and other written materials; analyze, interpret; conduct complex research projects, evaluate alternatives, summarize and present data and recommendations; facilitate meetings; speak effectively and write clearly and concisely; exercise tact and courtesy in working with members of the general public, and interact effectively with Transportation Authority Board members, other government officials, professional and technical colleagues and staff.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to travel on occasion.

Employment Status: *Full-Time, Exempt*. An employee in this position is not subject to the minimum wage and overtime requirements of the Fair Labor Standards Act and is regularly scheduled to work 40 hours a week.

Annual Compensation Range: \$134,928-\$182,160..... Adopted xxx xx, 20xx
Resolution xx-xx



Job Description

OFFICE OF THE EXECUTIVE DIRECTOR COMMUNICATIONS ASSOCIATE

Reports to: Senior Communications Officer

Exemption Status: Full-Time, Exempt

Summary

The Communications Associate assists the Senior Communications Officer with designing, planning, and implementing the Transportation Authority's agency-wide and project-specific communications including marketing, media relations, and public relations projects and programs. Under direction of the Senior Communications Officer, the Communications Associate leads or assists communications initiatives including integration and maintenance of agency communications assets, and supports all divisions and project-level public outreach activities.

Essential Duties and Responsibilities

Strategic Communications:

- Assists in providing communications and messaging support to Board and Transportation Authority management team, in conveying the mission, goals and role of the agency to the public.
- Assists in developing and leading implementation of the Transportation Authority's communications plans and policies, including branding, messaging and operating standards and protocols. Assists with providing support to Board leadership, coordinating with partner agencies and community organizations.
- Assists in the development and dissemination of key messages for the Transportation Authority; planning and developing paper and electronic publications and other communications, including talking points, brochures, newsletters, annual reports, press releases, social media posts, advertisements, and publications; assists with overseeing design, production, printing, and distribution of all print and electronic materials.
- Assists in reviewing and leading quality control for key agency materials, reports, and communications.
- Assists in establishing and developing new avenues of communication with the general public and community groups; developing methods, techniques, and materials to establish and maintain ongoing communication and cooperation with community organizations and associations served by the Transportation Authority, including ethnic and low-income or other hard-to-reach groups.

Community and Media Relations:

- Assists in development of agency-wide communications initiatives including marketing, media relations, community engagement programs and special events.
- Assists in development and maintenance of all major agency communications assets including agency website and social media sites, marketing materials, and outreach and contacts databases.

- Assists in building and maintaining relationships with media and editorial contacts; managing media list; maintaining media log, responding to media inquiries and managing consultants and Transportation Authority staff as needed. Includes traditional as well as new/social media and ethnic and neighborhood level outlets and organizations.
- Assists in building and maintaining relationships with agency partners and stakeholders including a broad range of civic, neighborhood and advocacy organizations.

Agency Operational Support:

- Assists in providing communications guidance and support to Transportation Authority staff and project managers; reviewing major deliverables and outreach materials; researching and advising on emerging and innovative outreach and public involvement techniques applicable to planning or project development activities; and facilitating staff training as needed.
- Assists in supporting management team and Clerk of the Board in management of the Transportation Authority's Board operations, agency work program and special projects; providing support to Clerk or project managers in communicating with the agency's various Citizens Advisory Committees; assisting with responses to public information requests and inquiries.
- Assists in serving as project manager for special projects as assigned; preparing staff reports, memos, and presentations for Executive Director and Board review.
- Assists in supporting management team and staff with legislative and government affairs as needed.
- Performs other tasks as required and assigned.

Supervisory Responsibilities

May supervise interns and external consultant teams.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, abilities, training, and experience required of this job.

Training and Experience: Completion of a bachelor's degree in appropriate disciplines such as Public Relations, Journalism Marketing, Communications, or a closely related field from an accredited university is required. Two (2) years of experience in coordinating communications and marketing, media relations, and/or community outreach programs. A master's degree in one of the appropriate fields may substitute for one year of required experience. An equivalent combination of education and experience is acceptable.

Knowledge: Knowledge of principles and practices of communications and marketing, media relations, and community engagement program goal setting, development, implementation, and evaluation; practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports; principles, practices, and techniques used in conducting effective communications and marketing, media relations, and community outreach programs in a public agency; principles, methods, and techniques of marketing communications and public speaking; basic principles and practices of graphic design and print production, including an understanding of design concepts and applications; familiar with media communications and

general publications, media relations and pitching techniques used in initiating and maintaining media relationships; recent and ongoing developments, current literature, and sources of information related to communications and marketing, media relations, and community outreach; basic principles and practices of budget development, administration, and accountability; and principles, practices, and techniques in using social media tools and applications.

Skills and Abilities: Strong writing and public presentation skills and public speaking for a wide variety of audiences, including elected officials, the public and technical staff; advanced writing and editing skills for a variety of communications media, including memoranda, reports, resolutions, plans, and outreach materials; basic design and graphics expertise; strong project, program, and relationship, stakeholder and crisis management skills, including consultant contract oversight; ability to work effectively under stressful situations involving tight deadlines as well as confrontation and conflict; plan, research, organize, coordinate, and implement a variety of communications and marketing, media relations, and community outreach related activities and programs; effectively represent the Transportation Authority in meetings with the general public, community groups, organizations, other governmental agencies, and professional, regulatory, and legislative organizations; develop effective communications and marketing, media relations, and community outreach strategies and campaigns; establish and maintain relationships with diverse groups of different media outlets, citizen groups and individuals, organizations, associations, and appropriate governmental bodies; operate modern office equipment including computer equipment and specialized software applications; and proficient with social media platforms, including Twitter, Facebook, Instagram and have basic knowledge of, content management systems such as MailChimp, Drupal, etc.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to travel on occasion.

Employment Status: *Full-Time, Exempt.* An employee in this position is not subject to the minimum wage and overtime requirements of the Fair Labor Standards Act and is regularly scheduled to work 40 hours a week.

Annual Compensation Range: \$72,780-\$98,256 Adopted xxx xx, 20xx

Resolution xx-xx



Job Description

POLICY & PROGRAMMING DIVISION

SENIOR PROGRAM ANALYST

Reports to: Deputy Director for Policy & Programming

Exemption Status: Full-Time, Exempt

Summary

The Senior Program Analyst organizes, leads and/or participates in detailed analytical work in the areas of grants administration and program oversight, data management, and fund programming. Under the general supervision of the Deputy Director for Policy & Programming, the Senior Program Analyst performs the duties and responsibilities listed below, which are characteristic of the range of duties and responsibilities assigned to this position, and are not intended to be a comprehensive listing.

Essential Duties and Responsibilities

- Develop and perform analyses to support grant program administration, agency capital budget preparation, and grant-related communications; work with agency staff to prepare, analyze, and distribute reports including spreadsheets, tables, charts, and other graphics as required.
- Lead maintenance and updates of the Portal (web-based grants administration database) and MyStreetSF (interactive map of projects funded by the Transportation Authority), including furthering automated data transfer between the two systems, as appropriate; provide training and documentation of protocols and users guides to internal staff and project sponsor; assist with project set up in Microsoft Dynamics AX (financial system), the Portal and MyStreetSF and project updates as required (e.g., at year-end, time of project amendment or closeout).
- Assist with ongoing updates and maintenance of the Prop K Strategic Plan model (Excel-based financial/programming model) and interpretation of model outputs for management and external agencies. Coordinate timely issuance of grant agreements for Prop K half-cent sales tax and Prop AA vehicle registration fee programs.
- Schedule project kick-off meetings with project sponsor, review grant reporting, invoicing, attribution and other requirements, deliverables, and special conditions.
- Process and perform initial review of sponsor reimbursement requests (invoices), confirm grant balances, and assign invoices to Transportation Authority lead for project oversight.
- Review and approve project progress reports and sponsor invoices checking for compliance with grant terms and conditions; review and recommend approval of sponsor requests for amendments to grant agreements.
- Coordinate project sponsor submittals for the Transportation Authority's annual report.
- Develop and implement agency policies, procedures, and templates related to grant administration and oversight, including but not limited to annual updates to the standard grant agreement template.

- Work closely with staff from the Finance and Administration, Policy and Programming, and Capital Projects Divisions on invoice tracking, budget, and other financial support using Microsoft AX and/or the Portal.
- Perform related duties as required and assigned.

Supervisory Responsibilities

May supervise interns and external consultant teams.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, abilities, training and experience required of this job.

Training and Experience: Completion of a graduate degree in a related field such as transportation planning, public administration, public finance, accounting, or economics; and three (3) years of related experience. An equivalent combination of education and experience is acceptable.

Knowledge: Knowledge of principles, practices and techniques of capital program management; principles and techniques of financial/fiscal analysis; principles and techniques of economic and policy analysis; statistical and computational analysis, principles, and methods; database management techniques; advanced proficiency with standard computer spreadsheet, word processing, presentation and internet software; and other office administration software.

Skills and Abilities: Ability to develop and assist with implementation of an effective capital program monitoring plan to ensure compliance with grant requirements and to support transparency, accountability, and timely and cost-effective project delivery; ability to collect, synthesize, analyze, and interpret a wide variety of information and data pertaining to transportation projects such as fund programming, expenditures rates, and project delivery progress; conduct complex analytical analyses utilizing various administrative and financial systems; summarize and present data and prepare clear and concise written reports and recommendations; communicate effectively with diverse groups; work independently and efficiently to identify and solve problems, calculate statistics including mathematical averages and percentages; set up and maintain relational database files, perform queries, and retrieve data to prepare reports; adapt to changing technology; organize and prioritize work; coordinate a variety of projects simultaneously; and establish and maintain cooperative working relationships.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employment Status: *Full-Time, Exempt.* An employee in this position is not subject to the minimum wage and overtime requirements of the Fair Labor Standards Act and is regularly scheduled to work 40 hours a week.

Annual Compensation Range: \$73,810-\$99,645..... Adopted xxx xx, 20xx

Resolution xx-xx



Job Description

FINANCE & ADMINISTRATION DIVISION MANAGEMENT ANALYST

Reports to: Senior Management Analyst

Exemption Status: Full-Time, Exempt

Summary

The Management Analyst assists in complex, sensitive, and detailed analytical work in the areas of financial/fiscal, legislative and administrative policy and/or contract administration. Under the general direction of the Senior Management Analyst, the Management Analyst performs the duties and responsibilities listed below, which are characteristic of the range of duties and responsibilities assigned to this position, and not intended to be an inclusive listing.

Essential Duties and Responsibilities

- Researches, analyzes and makes policy recommendations on special projects and issues.
- Coordinates the activities related to the application for, and management of, multiple source capital projects and/or grants; coordinates reporting to funding agencies with project managers.
- Performs economic and/or financial analyses including forecasting, revenue and/or expense projections; prepares reports with financial/policy recommendations and appropriate supporting documentation; may assist in the preparation of audit schedules.
- Analyzes existing and proposed administrative policies and procedures as well as organizational problems; conducts difficult and detailed studies; identifies administrative problems, determines methods of analysis, and identifies trends; prepares and presents reports with recommendations and appropriate justification based on studies and surveys; may coordinate the implementation of new systems and/or procedures.
- Assist in the preparation and cost estimates and terms for new and existing contracts, for proposed change orders and modifications; reviews contract provisions, and meets with project managers to develop cost estimates; assists in analyzing costs related to change orders and modifications; maintains data and information resources on current industry cost standards for materials, equipment and labor costs; establishes and maintains contact with sources of information including vendors, consultants and governmental agencies.
- Assists with competitive contract vendor selection, conforming to Transportation Authority procurement and contracting policies, including public bids and requests for proposals; distributes and places advertisements and public notices for contracts; processes contracts including advertising for bids/proposals, receipt and review of bids, , and routing through signature/documentation process to certification; provides information and training and technical assistance to staff and contractors on Transportation Authority contracting and procurement policies, procedures and requirements.
- Performs other tasks as required and assigned.

Supervisory Responsibilities

May supervise interns and consultant teams.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, abilities, training and experience required of this job.

Training and Experience: A Bachelor's degree in Public or Business Administration, Finance, Accounting or Economics from an accredited university, and one (1) year of experience in complex financial/fiscal analysis, economic analysis, contract administration, or legislative/administrative policy analysis is required. An equivalent combination of education and experience is acceptable.

Knowledge: Knowledge of principles and techniques of governmental organization and management; principles and techniques of financial/fiscal analysis; principles and techniques of economic and policy analysis; principles and techniques of generally accepted accounting principles and government accounting standards; application of statistical and other analytical methods; applicable local, state, and federal laws and regulations; principles involved in the development and implementation of complex systems and procedures; methods, procedures, and techniques needed for negotiations of contract terms, change orders, cost estimates and modifications; advanced proficiency with standard computer spreadsheet, word processing, database management and other office administration software.

Skills and Abilities: Ability to collect, synthesize, and analyze a wide variety of information; conduct difficult analytical studies involving complex administrative and financial systems and procedures; work with authority and efficiency to identify and define problems, determine methodology, evaluate data, make recommendations with appropriate justification and develop/implement a plan of action; establish and maintain effective communication with senior management, officials, other Transportation Authority staff, vendors, or other agencies; speak effectively and write clearly and concisely; exercise tact and courtesy in working with members of the general public; deal effectively with Authority Board members, other government officials, professional and technical colleagues and staff.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to travel on occasion.

Employment Status: *Full-Time, Exempt.* An employee in this position is not subject to the minimum wage and overtime requirements of the Fair Labor Standards Act and is regularly scheduled to work 40 hours a week.

Annual Compensation Range: \$56,856-\$76,752 Adopted xxx xx, 20xx

Resolution xx-xx