



San Joaquin Regional Transit District
421 E. Weber Avenue
Stockton, CA 95202
(209) 943-1111

SAN JOAQUIN REGIONAL TRANSIT DISTRICT EMPLOYMENT OPPORTUNITY

CHIEF OPERATING OFFICER (COO)

Starting at \$116,127 to \$170,706 (Depending on Qualifications)

Open Recruitment

Closing Date: until filled

JOB SUMMARY:

Under policy direction from the Chief Executive Officer, plans, organizes, integrates, directs, manages, and evaluates the activities, operations, and services of assigned San Joaquin Regional Transit District (RTD) departments; plans, organizes, controls, integrates, and evaluates the work of Transportation, Maintenance, Mobility, and other assigned departments; directs and manages the development of short and long-term goals and objectives consistent with the strategic plan for delivery of transportation services provided by RTD, including fixed-route, bus rapid transit express, intercity, interregional commuter, on-demand and paratransit services; serves as a representative and spokesperson with other local and regional agencies on transportation issues within RTD's service area; ensures all assigned operations and functions serve the needs of stakeholders and customers throughout RTD's service area while complying with applicable laws and regulations; designs and evaluates service design, monitors performance, and ensures efficient delivery of transportation services; and performs related duties as assigned.

EMPLOYMENT STANDARDS:

Graduation from an accredited four-year college or university with major coursework in public or business administration or a transportation-related field; and ten years of progressively responsible management experience in the operation and maintenance of a public transit agency; or an equivalent combination of education and experience. Experience working as an employee of a public transit agency or governmental setting is strongly preferred.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license.

KNOWLEDGE OF:

- Principles, practices, and techniques for planning, operating, and maintaining a public transit system; particularly in establishing and monitoring effective performance metrics as required to optimize service performance and cost effectiveness.
- Local, state and federal laws, regulations and court decisions applicable to operation and maintenance of public transit buses and vehicles.
- Principles and practices of public administration, including budgeting, purchasing, contracting, and maintenance of public records.
- Principles of team leadership, communication, team building, motivation, and conflict resolution.
- Principles of collective bargaining agreements.

ABILITY TO:

- Plan, organize, and direct the operations of a public transit agency similar in size and scope to RTD's bus operations.
- Understand, interpret, explain, and apply RTD policy and procedures and all applicable local, state, and federal laws and regulations applicable to the operation and management of RTD.
- Analyze complex operational and administrative issues, evaluate alternatives, and make sound decisions on effective courses of action.
- Communicate effectively orally and in writing.
- Serve as an advisor to the CEO.
- Establish and maintain an effective team and working relationships.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, an employee is regularly required to sit, talk and hear, in person and by telephone, use hands repetitively to operate standard office equipment, and reach with hands and arms. The employee is frequently required to stand, walk, and lift up to ten pounds. Specific vision abilities required by this class include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve complex problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with all levels of RTD management, staff, employees, representatives of employee organizations, other governmental officials, and the public.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this class, the employee works under typical office conditions and the noise level is moderately quiet.

The District offers a competitive employee benefit program that includes:

INSURANCE: RTD provides comprehensive health and dental insurance package for all full-time employees and their dependents. RTD also provides \$20,000 life insurance for all full-time employees.

SICK LEAVE: Twelve (12) days per year for all full-time employees.

VACATION: Two (2) weeks to six (6) weeks depending on length of service for full-time employees.

RETIREMENT: RTD participates in a 401(a) retirement plan requiring a 10% employee contribution, with a 10% match from RTD.

EMPLOYMENT PROCESS:

Applicants must complete and submit an official application form. The standards as stated on the front of the job announcement represent only the minimum required to an application. Resumes will be accepted, but may not be substituted for the required application form. Meeting the listed standards does not guarantee that a candidate will be invited for an interview as the Human Resources Department reserves the right to limit the number of candidates to the most qualified for the vacancy. The selection process for this position may include a written assessment. **NOTE:** All statements made on the application are subject to verification and investigation. False statements will be cause for disqualification, removal from the eligible list, or termination of employment.

SUBSTANCE ABUSE TESTING:

Substance abuse tests paid by the RTD are required of each prospective employee. Candidates are cautioned that offers of employment are conditional and subject to the satisfactory completion of the substance abuse tests.

RTD is an Equal Opportunity Employer. Female, minority, and disabled individuals are encouraged to apply. Applicants will be considered without regard to race, color, creed, national origin, religion, sex, sexual preference, marital status, age, medical condition, or disability.

Employment is conditional on successfully passing drug and alcohol tests, reference checks, and a background investigation.

TO SUBMIT AN APPLICATION: Visit our jobs page online at www.sanjoaquinRTD.com

The provisions of this bulletin are subject to change without notice and do not constitute an express or implied contract.