



DEPUTY GENERAL MANAGER- CONTRACT POSITION

SALARY UP TO \$15,843.00 Per month

Apply Immediately - Recruitment may be closed at any time without notice.

THE JOB: OMNITRANS, provider of public mass transit for the San Bernardino Valley in Southern California is seeking a highly skilled professional to join our award winning team. Omnitrans is a great place to work; we are located close to the mountains, the desert, and beaches of Southern California and offer a vast array of recreation, quality schools and affordable housing. This individual will be an experienced leader with proven leadership qualities, strong commitment to employees, and focused on mission accomplishment. Skilled in team building, possesses well developed oral and written communication skills, ability to solve unforeseen problems, outstanding decision making ability, positive attitude, common sense, and the highest integrity. The Deputy General Manager is a CONTRACT employee appointed by the CEO/GM. Accordingly the leadership, organization, and communication skills are critical to success in this position. Their main function is to assist the Chief Executive Officer/General Manager in coordinating Agency activities to obtain optimum efficiency and economy of operations and maximizing service by performing, but not limited to, the following duties:

- Coordinates and prepares for Board and committee meetings.
- Oversees the assurance of accurate and timely analysis and reporting of information; the establishment of goals, objectives, strategies, timetables, and priorities.
- Provides guidance and support to Agency senior staff as needed. Confers with departmental directors and reviews activity, operating plans, and budget reports to determine changes in program or operations required.
- Assists the CEO/General Manager in special project management as assigned.
- Assists the CEO/General Manager in working with state and national transit associations, keeping informed on transit issues and promoting Agency goals. Communicates with outside agencies and government organizations.
- Assists the CEO/General Manager in monitoring system performance for operations, maintenance and contract services. Reviews procurement contracts.
- Assists the CEO/General Manager in addressing board and staff information requests and in developing policy for the Board.
- Provides work direction to others. Shares supervisory direction, coordination and evaluation of Senior Leadership Team with CEO/General Manager.

THE REQUIREMENTS: The Candidate selected will possess a Bachelor's degree (B.A.) from a four-year college or university in government/public administration, business, transportation or a related field and 5 - 7 years of middle to upper management experience in the public transportation industry or a related field are required. Position requires an individual with experience managing people, budgets and objectives. This individual will have proven abilities to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; and interpret a variety of instructions furnished in written, oral, diagram, or schedule form. This individual will also be familiar with current business operating systems, software and programs. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is regularly required to sit and talk or hear; occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

THE SELECTION PROCESS: Candidates will be screened for relevant qualifying experience that consists of an evaluation of education and experience as described on the fully completed application. The ***most competitively qualified candidates*** will be invited to participate in the selection process. The selection process may include a combination of written, performance, and oral examinations. **Those selected Candidates must be able to participate in oral interviews in person. Interview and relocation expenses may apply depending upon travel distance.** All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug test and a criminal background investigation, which will include Life Scan fingerprinting. For further information about this exciting career opportunity, please visit our website at <http://www.omnitrans.org/about/jobs.asp>. We are unable to accept resumes in lieu of a fully completed application but one may be attached. Applications can be obtained at Omnitrans, 1700 W. 5th St., San Bernardino, CA. or by calling 909/379-7260. ***EEO/AA including Protected Veterans and Individuals with Disabilities.***