



JOB TITLE:	GENERAL MANAGER	DIVISION:	DISTRICT – OFFICE OF THE GENERAL MANAGER
REPORTS TO:	BOARD OF DIRECTORS	EEO CATEGORY:	01 – EXECUTIVE
FLSA:	EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN FRANCISCO

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.

Position Summary

The General Manager (GM) is the Chief Executive Officer of the District, who directly supervises department heads and is responsible for the performance of all District employees. The GM’s primary responsibility is to ensure that the Board’s direction is carried out by the staff.

The GM must monitor, direct and motivate the top managers of all three operating divisions, as well as the leaders of internal support units and other direct reports. He/she must also play the role of first among equals with the Board appointed officers: District Engineer, Auditor- Controller, District Secretary, and Attorney, in assuring that the needs of all functional areas are being met and that managers are working as a team. The GM has the job of balancing the needs and priorities of the many diverse elements of the District while reinforcing a total organization perspective among staff.

Essential Responsibilities

- Keeping Board informed on status of the District, emerging issues, and making policy recommendations
- Reflect the Board’s values and implement the Board’s priorities
- Leadership for and management of executive team
- Lead strategist for labor relations and contracts
- Top liaison with funding agencies, regulatory and other outside governmental agencies, political bodies, and professional organizations
- Directs safety and security for bridge operations
- Purchasing agent

Required Knowledge, Skills and Abilities

Working knowledge of:

- Transportation trends, needs and requirements of local, state and Federal laws, rules and regulations as they relate to the multimodal transportation industry
- Understanding of executive management practices, including strategic thinking; delegation; collaboration; organizational change; selecting, motivating, and evaluating District engineering, operating, maintenance and business functions
- Expert in regional, state and federal politics and emerging issues that affect the District
- Strong grounding in revenue enhancement, grantsmanship, cost containment, and joint venturing

Ability to:

- Deploy assertive leadership style; communicate directly and unambiguously
- Maintain simultaneous attention to a vast number of situations, problems, opportunities, and constraints
- Exhibit high level of personal energy
- Communicate complex technical issues in an understandable fashion to the Board and the public
- Exhibit a strong personal commitment to the Bridge and the District
- Develop ongoing initiatives for succession planning that support organizational vitality
- Promote employee ownership and a positive work environment
- Demonstrate unquestioned ethics and integrity, exercise sound ingenuity, judgment, and analysis regarding specialized and complex policy and management problems
- Project a personable nature that inspires confidence and nurtures a desire among internal and external interests to work closely with him/her
- Use high level of interpersonal skills
- Use outstanding negotiating/influencing skills
- Mediation and problem solving
- Exhibit excellent spoken and written communication skills, with particular emphasis on active listening and the presentation of highly technical matters in understandable language

Minimum Qualifications

Education and experience:

- Bachelor's degree with major course work in business administration, public administration, transportation management or a related field.
- Ten years' position related experience in private industry or governmental transportation management, including at least seven years of management level experience in a large, complex transportation operation.



License:

- Must possess and maintain a current, valid California drivers' license and satisfactory driving record

Physical Requirement:

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities