



<b>Job Title</b>	Deputy General Manager of Administration
<b>Salary</b>	TBD
<b>Reports To</b>	General Manager

### **Job Purpose**

The primary duty of the Deputy General Manager of Administration is to assist the General Manager in implementing programs and policies to improve management of the Company; to maintain, increase and improve the level of service within predetermined guidelines and parameters.

### **Duties and Responsibilities**

- Oversees and monitors the performance of the Agency's Human Resources, Grants and Procurement and MIS functions; and institutes necessary programs and actions to improve the efficiency and the quality of work being performed.
- Promotes, develops, evaluates, and disciplines staff; and directs and coordinates their work.
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- Assist the General Manager and the Board of Directors in developing service plans, goals, and objectives to formulate strategic plans and annual operating budgets. Oversees the operation of service and periodically provides updated forecasts and recommended adjustments for Board review to ensure high quality, cost-effective, and efficient services and to remain compliant with federal and state regulations
- Responsible for Equal Employment Opportunity/Affirmative Action policy compliance and reporting. Oversees/coordinates investigation of EEO/AA related items.
- Actively involved in union contract negotiations and makes final recommendations to the General Manager and Board.
- Coordination of applications for federal and state grant preparation.
- Manages the daily activities of the Human Resources, Finance, Grants and Procurement and MIS departments
- Oversees and assist in preparation of Request for Proposals (RFP), Request for Quotes (RFQ) and specifications for products and services.
- Take primary responsibility for contract compliance monitoring within the administration division.
- Insure proper, training and safety programs are in place.
- Prepares special reports for General Manager, Board of Directors, State of Indiana, and Federal agencies.
- Oversee and manage the Adam Benjamin Metro Center day to day operation to include working with the city of Gary Public Works Department, paying of all metro related expenses, security and maintenance upkeep and repairs of the Metro facility.
- Responsible to organize and or coordinate all GPTC special event activities, internal and external.
- Responsible for all customer complaints, responses, data collection and monthly reporting.
- Assist with all marketing and announcement plans of all existing service improvements and new service to the public and media.

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- Conduct and oversee all public hearing and public meetings for GPTC with the public
- Assist in coordinating GPTC grant, planning, and budget, strategies with state and local governmental agencies: (NIRPC, INDOT, FTA and City Planning Department, etc.).
- May perform the duties of the General Manager in event of absence.
- Performs other duties and assumes additional responsibilities as may be determined appropriate by the General Manager, or as may be required by law for the ongoing function of the Gary Public Transportation Corporation.
- Chart and develop strategies that improve overall coordination of the Administrative Departments.
- Work with the Planning Department to study new service develop opportunities throughout Northwest Indiana

### **Knowledge, Skills and Abilities**

- Must have knowledge of transit administration policy and procedures development, implementation revising and monitoring to ensure all policies and procedures are adhered
- Proven performance in progressive strategic thinking, bring diverse groups and interests together and building consensus.
- Ability to handle details, meet deadlines, and work independently, as well as organizational and management skills to effectively and efficiently direct and evaluate the work of others.
- Knowledge, understanding, and dedication to the establishment and use of basic business ethics and moral standards in the workplace, including confidentiality, equality, respect, honesty, and integrity.

### **Minimum Qualifications**

- A high school diploma or equivalent (GED)
- 1-3 years' experience consistent with required qualifications as determined in the job analysis
- Ability to read and make arithmetic computations
- Ability to follow directions and policies established by the Company
- Ability to analyze technical data in supplier proposals
- Ability to perform financial analysis and forecasting
- Experience and/or training in purchasing activities

**A degree in business or in related field with two years to five years related experience and/or training; or equivalent combination of education and experience.**

### **Working conditions**

The work environment characteristics described here are representatives of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions, fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.

### **Physical requirements**

The physical demands of this position are representatives of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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