

STAFF REPORT

SUBJECT: Proposed Organizational Changes

FROM: Michael Tree, Executive Director

DATE: November 7, 2016

Action Requested

The recommendation is that the LAVTA Board approves the Proposed Organizational Chart, Proposed Job Descriptions and Resolution 38-2016.

Background

After five (5) years of ridership trending downward, the LAVTA Board approved significant changes that improve the ease-of-use and appeal of the Wheels transit system. The system improvements were implemented on August 13, 2016.

For FY2017, the LAVTA Board approved a robust Marketing Plan that includes high profile and innovative projects, including the rebranding of the transit agency's services, individualized marketing on a key corridor in Pleasanton, the introduction of the Las Positas College Easy Pass, the promotion of the new 580X in Livermore, and the near-future Wheels On Demand discount project in Dublin. To improve the chances of success in attracting significantly more riders, LAVTA is in need of additional expertise in the Marketing Department, which has historically been staffed by a Senior Marketing Specialist and a Community Outreach Coordinator.

Additionally, to significantly improve ridership, LAVTA must do a better job of managing its fixed route contract, which should include in-the-field oversight of such important tasks as on-time performance, customer service, contractor staffing levels, bus shelter maintenance, etc. In short, a staff member at LAVTA should be devoting a significant portion of his/her day to monitoring the contract so that discussion of opportunities and issues can take place early and problems resolved quickly.

Finally, funds at the Authority are limited. The 10-year financial projections that have been reviewed by the Board of Directors during the budgeting cycle show potential deficits occurring in as early as five (5) years. With Operator wages continuing to rise sharply in the Bay Area and pricing from our insurance pool expected to increase due to market conditions,

the LAVTA Board will need to continue looking for opportunities to do business in a more efficient, cost-effective manner to avoid reductions in service.

Discussion

To significantly improve the productivity of the Marketing Department for improved ridership, and to assign a position to provide improved oversight of the fixed route contract while staying within the current budget, requires making difficult decisions. The following are the organizational and prioritization changes I recommend to enable the Authority to continue to serve our customers effectively:

Consolidation of Positions

I recommend that the Finance & Grants Manager and the Director of Administrative Services positions be eliminated. Furthermore, the recommendation is that a Director of Finance position be created that oversees and manages the accounting and finance functions of the Authority; customer service; human resources; procurement; and auditing. With a competent team reporting to its Director of Finance, as well as other senior and management staff at the Authority providing support, it is my opinion that the Authority will maintain a high level of competency in both its finance and administrative functions. Facility management will be reassigned to the Director of Planning and risk management to the Executive Director. I plan for the Director of Finance position to be an open recruitment within Salary Band 6, which is the current salary band for a Director level position.

Improved Marketing Department

I recommend that LAVTA create the position of Marketing Manager to provide expertise and better management of the Marketing Team. I recommend retaining the current Senior Marketing Specialist position. Finally, I recommend the creation of a part-time intern position to assist with community outreach, the high school ambassadors, travel training, and other special projects. The Marketing Manager position will be an open recruitment within Salary Band 5, which reflects the appropriate level of expertise and ability.

Changes to Job Titles and Job Descriptions

I recommend that the Executive Director provide oversight and management to the Marketing Department (as has been the case over the past several months by temporary assignment), and that the Director of Planning & Communications position be retitled Director of Planning & Operations per the Proposed Organization Chart and Job Description that are attached. Additionally, I recommend that the position currently titled Senior Grants & Project Management Specialist be retitled Senior Grants, Project Management and Contract Specialist to reflect the change in emphasis of the position.

The Senior Grants, Project Management and Contract Specialist will report to the Director of Planning & Operations. Grant writing, as provided in Proposed Job Descriptions would be shared between the staff of the Finance Director (formula grants) and staff of the Director of Planning & Operations (discretionary grants). The salary bands of both the Director of Planning & Operations and the Senior Grants, Project Management and Contract Specialist will remain unchanged.

Change to Job Title and Salary Band of Accounting Assistant

I recommend a change to the title of the current Accounting Assistant to Accounting Analyst, recognizing that the position will play a more substantial role in grant management, grant reporting, and audit preparation under the new Director of Finance. Additionally, I recommend placing the Accounting Analyst Position in Band 3 (Accounting Assistant is currently in Band 2) of the established salary bands to recognize the additional responsibilities of the position. This change is reflected in Attachment #6.

To review my proposed recommendations, LAVTA Chairman Steven Spedowski convened an ad-hoc sub-committee with Board Member Karla Brown and Board Member Don Biddle. The recommendation of the sub-committee is to approve the organizational changes.

Fiscal Impact

The fiscal impact of the abovementioned recommendations is a net savings to the Authority of \$45,634 per year.

Recommendation

The recommendation is that the LAVTA Board approves the Proposed Organizational Chart and corresponding Proposed Job Descriptions and Resolution 38-2016.

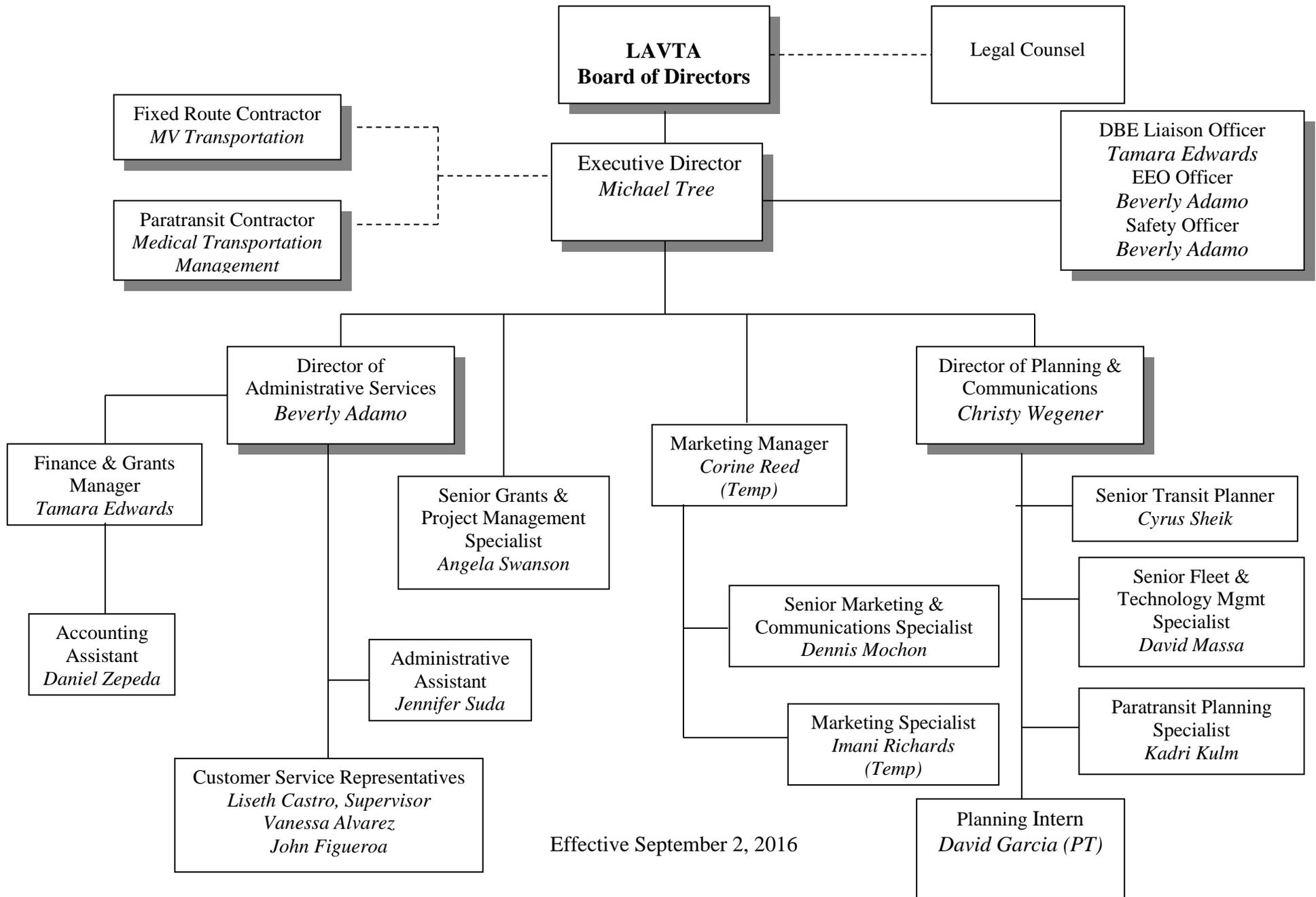
Attachments:

1. Current Organizational Chart
2. Proposed Organizational Chart
3. Current Job Descriptions
 - a. Director of Administrative Services
 - b. Director of Planning and Communications
 - c. Finance and Grants Manager
 - d. Senior Grants and Project Management Specialist
 - e. Accounting Assistant
4. Proposed Job Descriptions
 - a. Marketing Manager
 - b. Senior Marketing and Communications Coordinator
 - c. Marketing Intern
 - d. Director of Finance
 - e. Director of Planning and Operations
 - f. Senior Grant Project Management and Contract Specialist
 - g. Accounting Analyst
5. Current Salary Bands
6. Proposed Salary Bands

Submitted: _____

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

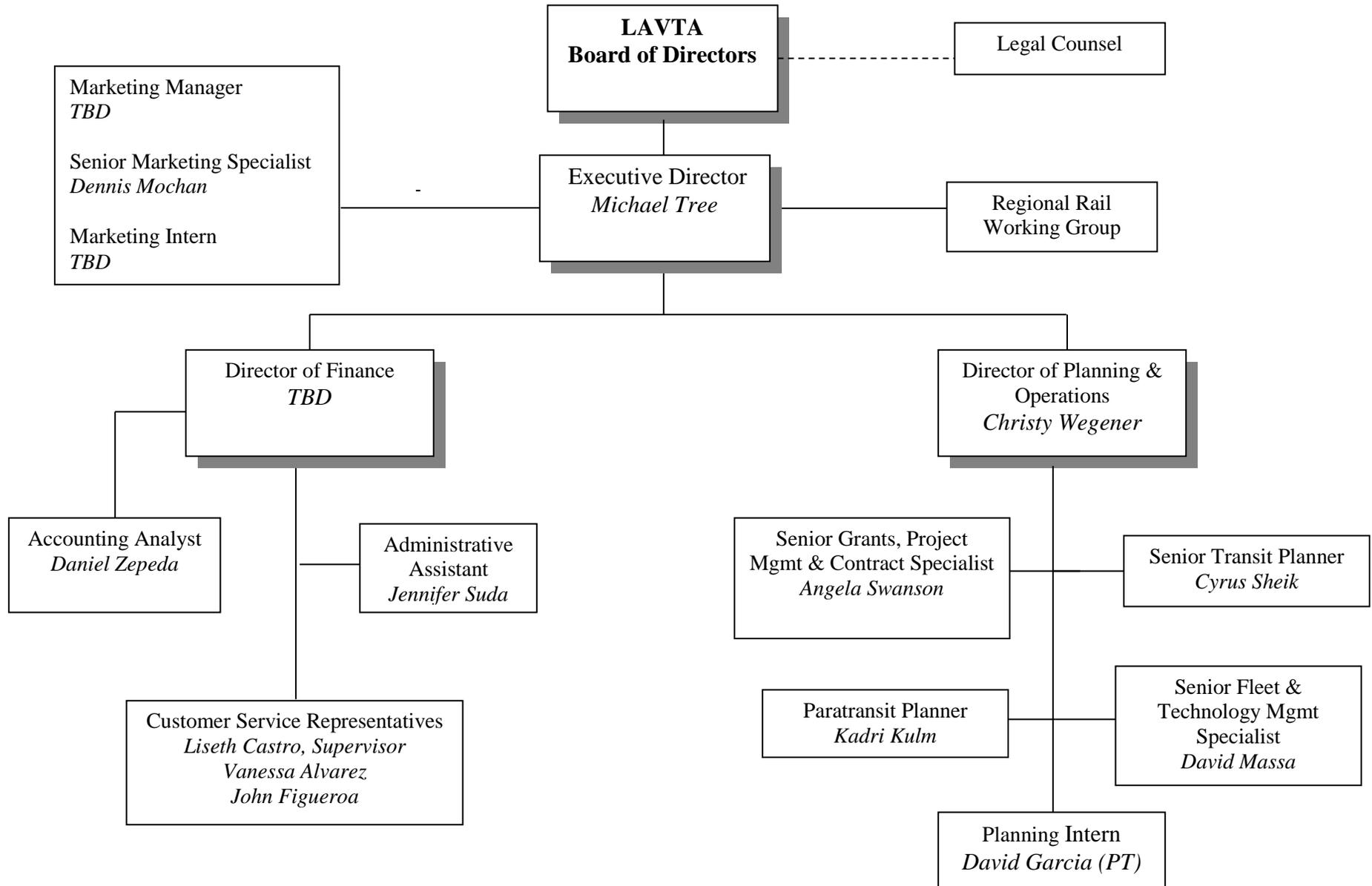
Current Organizational Chart



Effective September 2, 2016

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

Proposed Organizational Chart



LIVERMORE/AMADOR VALLEY TRANSIT AUTHORITY

POSITION DESCRIPTION

POSITION Director of Administrative Services

CLASSIFICATION Exempt

POSITION DESCRIPTION

The *Director of Administrative Services* reports directly to the Executive Director and under his/her direction is responsible for planning, organizing and implementing the Authority's administrative functions in support of all Authority departments.

SPECIFIC DUTIES AND RESPONSIBILITIES

25% *General Administrative Support*

- Plan and supervise the provision of centralized administrative support services, including purchasing and records management for all Authority departments;
- Develop and oversee Authority's policy and standard operating procedures manuals;
 - Oversee fixed assets management and control;
 - Administer procurement and inventory programs and policies and act as Authority's Procurement Officer;
 - Oversee administrative support for all grant related policies and audits;
 - Direct the preparation and analysis of reports and studies relating to organizational development issues and recommend policy and process improvements;
 - Oversees all matter with respect to all contracts, including the operations and maintenance contract;
 - Oversee and administer Risk Management functions and reporting for the Authority.

25% *Financial & Grants Administrative Management*

- Document and review established policies, systems and procedures governing all aspects of the Authority's accounting, bookkeeping, and financial reporting activities;
- Oversee Accounting Services Function to assure financial management systems conform to generally accepted accounting principles and standards, and to the requirements of the state and federal governments;
- Monitor Authority's financial condition and advise the General Manager and Board of Directors of financial management issues;
- Facilitate the strategic planning process to prepare Authority's annual operating and capital budget;
- Administer and process claims for federal, state and local agency grants;
- Oversee the completion of the annual FTA *National Transit Database* (financial reports) and State Controllers reports;

- Oversee the financial audit and completion of the Authority's comprehensive annual financial report;
- Oversee preparation of monthly revenue and expenditure reports, and assist staff in interpreting and acting upon report information;
- Assist staff in conducting financial analysis of Fixed Route transit and Paratransit service alternatives;
- Oversee all aspects of fare collection including daily reports, farebox security, and revenue reconciliation. Provides recommendations on fare collection.

15% *Human Resource Management*

- Create and oversee Authority's Human Resources policies, procedures and processes;
- Develop and oversee training programs;
- Oversee recruitment process;
- Counsel employees and managers on human resources matters;
- Evaluate and administer Authority's employee pay, benefit plan, insurance programs and performance evaluation process;
- Maintain personnel records, including health benefits, retirement benefits, etc., and acts as liaison with Public Employees Retirement System;
- Communicate with LAVTA's legal counsel on a variety of issues pertaining to personnel law.

15% *Customer Service*

- Create and oversee Authority's Customer Service policies, procedures and processes for fixed route and paratransit service;
- Develop and oversee training programs;
- Develop and oversee the Authority's Customer Relations Policy and Customer Service Oversight program adhered to by the contractors providing fixed route and paratransit service;
- Oversee the customer request program and processing of all customer complaints and feedback;
- Communicate with LAVTA's legal counsel on a variety of issues pertaining to customers.

15% *Facilities & Security Management*

- Plan and oversee the maintenance of the authority's maintenance, administration Operations and satellite facilities;
- Ensure that proper maintenance and preventative maintenance is being performed on all authority's buildings and properties;
- Review need for new security measures and specifications for new/replacement equipment;
- Maintain a safe and secure environment for authority's customers and employees;
- Manage and directs contract security services in coordination with in-house.

5% *Other duties as assigned*

Behavior

The employee shall work well under pressure meeting multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with colleagues, supervisors, contract service provider, and the public.

KNOWLEDGE/SKILLS REQUIRED BY POSITION

Skills & Abilities:

Effective oral and written communication skills;
Ability to make effective public presentations;
Proficient with PC-based spreadsheet (Excel) word-processing, database, accounting and other software packages.
Ability to work effectively with employees of the Authority, representatives of federal, state and local government agencies, local elected and appointed officials and with the general public.
Ability to handle multiple and changing priorities and deadlines.

Knowledge of:

Principles and practices of administration, management, and leadership;
Principles and techniques of management analysis, public administration, organizational & human resource management and development, recruitment, supervision, Personnel Law, employee benefits administration;
Principles, techniques and processes of government at the local, regional, state and federal levels;
State, federal and regional laws relating to funding and operations of public transit;
Budget development and monitoring and Generally Accepted Accounting Principles

ORGANIZATIONAL RELATIONSHIPS

Position reports directly to:

Executive Director

Position supervises:

Finance Analyst
Grants Analyst
Accounting Assistant
Administrative Assistant
Customer Service Supervisor
Customer Service Representatives (2)

Position coordinates with:

All LAVTA staff
LAVTA's contract service provider and other outside vendors
Representatives of state, federal and local government agencies
LAVTA legal counsel
LAVTA auditor

QUALIFICATIONS

Credentials:

Bachelor's degree in business administration, public administration, organizational management, accounting, or related field pertinent to position or equivalent experience. Master's Degree in public administration, organizational management, finance or related field is desired.

Professional Experience:

Five years' experience in performing administrative management functions, preferably with a public transit or public agency, including three or more years' experience in human resource management and supervision, or any combination of training and experience that provides the required skills, knowledge and abilities.

LIVERMORE/AMADOR VALLEY TRANSIT AUTHORITY

POSITION DESCRIPTION

POSITION Director of Planning and Communications

CLASSIFICATION Exempt

POSITION DESCRIPTION

The Director of Planning and Communications reports to the Executive Director and plays a primary leadership role within the Authority. The position will manage operations planning, short/long range planning, capital planning, and marketing and communications functions within the organization, and be responsible for the agency's reporting to numerous entities requiring data from the agency (FTA, NTD, APTA, CTA, etc). This individual will be the liaison with City planning staff, consultants working for the agency, and members of the public. The position will play a prominent role in obtaining operating and capital grants to support the agency's services and projects. The position requires extensive planning and project management experience as well as prior experience reporting directly to a governing body (i.e., Board of Directors) or substantial interaction with a governing body.

SPECIFIC DUTIES AND RESPONSIBILITIES

30% *Project Management*

- Plan, design, and implement large capital projects, meeting scope, schedule, budget and quality requirements;
- Plan, develop and manage fleet procurements and other on-going capital equipment and inventory;
- Manage marketing, media relations, community education programs, and corporate communications.
- Develop and implement projects and services consistent with the LAVTA Strategic Plan.

30% *Short/Long Range and Operations Planning*

- Oversee the development of long and short-range transit plans (e.g. SRTPs) and other related studies;
- Monitor route productivity, make periodic comprehensive operational assessments of the system, and manage service changes;
- Work with departments from each member city and Alameda County to ensure Authority transit services meet the current and future needs of each city and the County;
- Respond to community input on service design;
- Represent the Authority on various planning committees and organizations.

25% *Provide a Leadership Role within the Agency*

- Support the Executive Director;
- Assist in supporting the Authority's Board of Directors;
- Work collaboratively with other Directors on the agency's Management Team;
- Effectively manage the Planning and Communications Department staff.

10% *Grants*

- Work closely with Finance and Administration Department to write grant applications and obtain funding for the agency's services and capital projects;

5% *Other duties as assigned*

Behavior

The employee shall work well under pressure meeting multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with colleagues, supervisors, contract service provider, and the public.

KNOWLEDGE/SKILLS REQUIRED BY POSITION

Skills & Abilities:

Ability to think strategically and proactively;
Ability to lead and coordinate projects;
Ability to develop and prepare comprehensive service plans, studies, and reports;
Ability to make effective public presentations;
Ability to communicate effectively, both orally and in writing;
Ability to obtain public acceptance of the Authority;
Ability to motivate staff;
Ability to recognize business problems, develop alternatives, and implement viable solutions;
Ability to prepare and monitor departmental operating budget.

Knowledge of:

Knowledge of Project Management principles and demonstrated experience in project delivery, meeting scope, schedule, budget, and quality requirements;
Transit planning principles, survey design, implementation and analysis;
Information technology resources;
Marketing and communications principles;
Knowledge of state, federal and regional laws and regulations relating to funding and operations of public transit;
Relative location of cities, basic geography and prominent landmarks of the Wheels service area.

ORGANIZATIONAL RELATIONSHIPS

Position reports directly to:

Executive Director

Position supervises:

Marketing Specialist
Transit Planner
Paratransit Planner
Travel Trainer
AVL, Scheduling, and & Transit ITS Applications Analyst
Planning Intern

Position coordinates with:

All Authority staff, particularly other department directors
Maintenance and Operations Contractor staff
Representatives of federal, state, regional, county and city agencies
Local civic groups and businesses
Vendors
The public

QUALIFICATIONS

Bachelor's/Master's degree(s) in Transportation Planning, Business Administration, Urban Planning, or related field. Five years of responsible management experience in public transit preferably at the local or regional level. The position requires 3-5 years of planning experience as well as 3-5 years of experience reporting directly to a governing body (i.e., Board of Directors) or substantial interaction with a governing body. Project Management training desirable.

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

POSITION DESCRIPTION

POSITION Finance & Grants Manager

CLASSIFICATION Non-Exempt

POSITION DESCRIPTION

Under administrative direction, plans, organizes, manages, and provides oversight for all financial and grant activities of the Authority; including budgeting, cash management, financial analysis, accounts payable and receivable, payroll, purchasing, and contract administration; mitigates risk through the implementation of internal financial controls; oversees the identification, development, applications for and securing transportation funding resources; preparation and submittal of grant applications; administers various grant funds; ensures compliance with applicable funding requirements; provides highly complex and responsible support to management personnel in areas of expertise; performs related work as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

30% *Accounting/Finance*

- Manage all financial activities of the Authority.
- Oversee fare collection including daily reports, farebox security, and revenue reconciliation.
- Maintain general ledger and prepare monthly Financial Reports
- Prepare annual state and federal reports such as the State Controller's Report and the National Transit Database.
- Facilitate the Annual Financial Audit
- Assure financial management systems conform to generally accepted accounting principles and standards, and to the requirements of the state and federal governments;
- Monitor Authority's financial condition and advise the Director of Administrative Services and Executive Director of financial management issues;
- Prepare Authority's annual operating and capital budget;

25% *Capital Projects and Asset Management*

- Prepare budget for capital improvements and monitor expenditures;
- Coordinate the preparation of bid or proposal documents for all capital programs;
- Oversee fixed assets management and control;
- Administer purchasing and inventory programs and policies and acts as Authority's Procurement Review in the absence of the Procurement Officer;
- Maintain familiarity with state and federal procurement requirements.

10% Contract Management and Oversight

- Oversee Operations and Maintenance contract with respect to billing. Specifically, develop programs and methods to monitor contractor operations to ensure that they conform to contract requirements for billing;
- Assist in preparation of contract documents;
- Oversee existing contracts

30% Grants Management

- Monitor all transit funding sources for potential agency opportunities;
- Identify and develop new sources of agency funding;
- Comply with all federal, state, and regional project development requirements (TIP, CMP, STIP, etc.)
- Prepare grant applications to federal, state, and regional agencies for capital and operating subsidies;
- Prepare periodic reports required by funding agencies
- Request payments from funding agencies in accord with each agencies' requirements;
- At times, represent the Authority at meetings of various funding agencies;
- Monitor all federal, state, and regional laws and Notices of Proposed Rulemaking (NPRM's) relating to public transit;
- Ensure agency complies with all state and federal regulatory programs, specifically DBE, and assist in ensuring compliance with EEO, Title VI, CARB and ADA.

5% Other duties as assigned

Behavior

The employee shall work well under pressure meeting multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with colleagues, supervisors, contract service provider, and the public.

ORGANIZATIONAL RELATIONSHIPS

Position reports directly to:

Director of Administrative Services.

Position supervises:

Grants Analyst

Accounting Assistant

Position coordinates with:

All Authority staff

Contractor staff

Representatives of federal, state, regional, county and city agencies

Local civic groups and businesses

Vendors

The public

QUALIFICATIONS

Credentials:

Bachelor's degree in public finance, accounting, economics, business administration, public administration, or related field pertinent to position. Master's Degree in Business Administration or related field is desired.

Professional Experience:

Five to seven years' experience in performing accounting, grants management and financial management functions, preferably with a public transit or public agency, including three or more years' experience in human resource management and supervision, or any combination of training and experience that provides the required skills, knowledge and abilities.

KNOWLEDGE/SKILLS REQUIRED BY POSITION

Skills & Abilities:

Ability to lead and coordinate projects;

Ability to make effective public presentations;

Ability to communicate effectively, both orally and in writing;

Ability to motivate staff;

Ability to recognize business problems, develop alternatives, and implement viable solutions;

Strategic and tactical thinking skills.

Knowledge of:

Accounts Payable

Accounts Receivable

Payroll

General Accounting

Public Procurement Policies

Federal and State Reporting

Grant application and proposal preparation, and grant funds disbursement.

Federal and private funding sources.

Principles, operations and methods of public finance, fiscal management, transportation planning, and public administration, including accounting, budget preparation, program analysis, and revenue forecasting.

Federal and State laws, regulations, and requirements pertaining to transportation grants programs and audits.

LIVERMORE/AMADOR VALLEY TRANSIT AUTHORITY

JOB DESCRIPTION

POSITION: **(SENIOR) GRANTS AND PROJECT MANAGEMENT SPECIALIST**

CLASSIFICATION: **Non-Exempt, Full-Time Position**

BRIEF POSITION DESCRIPTION

The Grants and Project Management Specialist position is responsible for grant and other funding research, subsequent applications, and project management related to operating and capital funding for LAVTA. This is accomplished by ensuring LAVTA's compliance to federal, state, and/or local regulations in regards to grant funding. Consequently, detailed attention to requirements and timely document submittals for grants and funding management is critical. Position is also responsible for timely, and periodic grant progress reporting. Additionally, the position is responsible for ensuring that grant funds are being used for the appropriate purposes. This position is primarily responsible for project management at LAVTA with expertise in project planning and initiation through the procurement, budget management, reporting and closeout. Position also conducts research and provides analysis in a variety of areas throughout LAVTA as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under direction of manager:

Grants Development 35%

- Researches potential grant opportunities and develops grant funding strategies
- Coordinates any necessary surveys and research related to current or potential funding opportunities
- Collaborates with all levels of LAVTA personnel in order to meet program goals and objectives
- Prepares grant applications to federal, state, and regional agencies for capital and operating subsidies
- Complies with all federal, state, and regional project development requirements including the TIP; may assist Planning Department with requirements for CMP, STIP, etc.

- At times, represents the Authority at meetings of various funding agencies, and networks with staff at the funding agencies and grant representatives from other transit agencies.
- Monitors all federal, state, and regional laws and notices of upcoming grant opportunities relating to public transit
- Working with other LAVTA staff, verifies that the agency complies with all state and federal regulatory programs, including facilitating the Disadvantage Business Enterprise (DBE) program (as the Authority's Disadvantaged Business Enterprise Liaison Officer), Equal Employment Opportunity (EEO), and may assist Planning Department with Title VI, California Air Resources Board (CARB) and Americans with Disabilities Act (ADA) compliance.

Grant Reporting/Compliance 30%

- Ensures that the requirements of the grants are being carried out, e.g. logos on the website, literature, etc.
- Participates in audits by the various funding sources
- Monitors and records grant spending to ensure that the spending is in line with the grant requirements and that reimbursement is possible and justifiable.
- Coordinates with LAVTA staff to ensure accurate generation of monthly, quarterly, and closeout financial status reports and invoices for all grants programs
- Updates staff on grant progress, i.e., document submittals, deadlines, and upcoming grant opportunities as needed
- Maintains central files and other grants-related documentation, both hard copy and electronic housing database records.
- Coordinates with LAVTA staff to ensure timely delivery of monthly and quarterly report information submittals to designated program funding sources
- Prepares necessary grant amendments requests, extensions, revisions, and progress updates
- Monitors and maintains tracking system for milestones and deliverables, and upcoming grant opportunities
- Anticipates and meets all reporting and submission deadlines

Project Management 20%

- Conducts research and analysis for various projects for LAVTA as required.
- Manages and oversees all capital grant funded projects, including procurement, and contract management.

Support 5%

- Provide necessary Staff Report(s) with attachment(s) for the Board of Directors meetings

Other duties as assigned 10%

The employee shall work well under pressure meeting multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with colleagues, supervisors, contract service provider, external grant funding agencies, and the public.

The work of this position is primarily performed in an office setting, working at a computer, phone, etc.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY POSITION:

- Strong writer with clear and concise style
- Strong grammar, editorial and proofreading abilities; high level of attention to detail
- The ability to understand, interpret, and apply complex rules, regulations, and legal provisions governing grant programs.
- Ability to identify and research issues and develop sound strategies and options for implementing solutions
- Computer proficiency with skills in Word, Excel, PowerPoint, and Outlook in addition to learning new software programs if/when necessary.
- Ability to organize, prioritize and manage multiple tasks while meeting critical deadlines
- Ability to work in a team and individually
- Some knowledge and experience of grant/contract reporting requirements and regulations on federal, state, and local government agency programs, issues, and regulations (OMB Circulars), especially related to public transit
- Knowledge or familiarity with the Livermore Tri-Valley area is desired but not required
- Commitment to public transit and its goals
- Familiarity with CARB, DBE, ADA, EEO, and Title VI is desired but not required

LICENSE REQUIREMENTS:

Must possess and maintain a current, valid California Driver's License and satisfactory driving record (periodically drives LAVTA vehicles).

ORGANIZATIONAL RELATIONSHIPS

- Position reports directly to:
Executive Director
- Position coordinates with:
All LAVTA Personnel
LAVTA's Operations Contractor(s)
Representatives of Local, County, Regional, State and Federal Agencies

QUALIFICATIONS:

Education: Bachelor's degree.

Experience: Three to five years of experience in grant and/or financial management and project management within a public or transit agency (e.g. internship or assistant) is desired, including some knowledge of federal, state, and local regulations (e.g. OMB Circulars) governing grant programs for transit agencies; or demonstrated ability to gain that knowledge.

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

POSITION DESCRIPTION

POSITION Accounting Assistant

CLASSIFICATION Non-Exempt

POSITION DESCRIPTION

Under supervision, the Accounting Assist is responsible for maintaining the accounts payable, receivable, payroll, inventory, and other accounting records for the agency.

SPECIFIC DUTIES AND RESPONSIBILITIES

70% *Perform all routine accounting activities*

- Under supervision, responsible for all aspects of accounts payable including reviewing invoices, entering invoices into the accounts payable system, processing checks (at least twice per month), working with vendors to resolve discrepancies, preparing 1099 forms and state quarterly reports, and reconciling accounts.
- Under supervision, responsible for depositing all non farebox revenue in the agency bank account including tracking and safekeeping funds for deposit and reconciling the revenue accounts.
- Under supervision, responsible for the control of the fare media both the inventory and the billing and delivery of tickets to vendors.
- Under supervision, responsible for all aspects of agency payroll including processing monthly paychecks and preparing quarterly and annual reports and providing W-2 forms to employees.
- Billing of ticket vendors, and those under a concession agreement.
- Maintain accounting files.

20% *Provide support to the Administrative Services Department*

- Perform accounting tasks to in preparation for year end financial reconciliations.
- Perform tasks relevant to fare collection including daily reports and revenue reconciliation.
- Assist in administration of CalPERS and other benefits programs, including addition and deletion of active employees.
- Provide backup to Administrative Assistant when needed.

10% *Other duties as assigned*

Behavior

The employee shall work well under pressure meeting multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with colleagues, supervisors, contract service provider, and the public.

KNOWLEDGE/SKILLS REQUIRED BY POSITION

Skills & Abilities:

Ability to work with numbers
Ability to work with employees at all levels of the organization
Ability to explain accounting concepts to non-accounting personnel
Ability to perform complex account analyses
Ability to meet frequent and multiple deadlines

Knowledge of:

General accounting concepts
Accounts payable
Accounts receivable
Payroll including state and federal tax requirements
Computerized accounting systems
Microsoft Word and Excel

ORGANIZATIONAL RELATIONSHIPS

Position reports directly to:

Finance and Grants Manager

Position coordinates with:

All LAVTA staff
LAVTA's contract service provider and other outside vendors

QUALIFICATIONS

Requires an AA or BA degree in accounting or related field or two years of relevant experience.

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

POSITION DESCRIPTION

POSITION	Marketing Manager
CLASSIFICATION	Non-Exempt, Full Time Position

BRIEF POSITION DESCRIPTION

The Marketing Manager reports directly to the Executive Director and is responsible for the planning, oversight and execution of successful marketing campaigns to increase ridership and improve public perception of the Authority. The position will be responsible for public relations and oversee the development of news releases. Additionally, the Marketing Manager will provide oversight, management, motivation, and mentoring of staff in the Marketing Department.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Understands the confluence of design technologies, communication technologies, new trends in urban development and the cultural shift among the target markets for the Authority. With this understanding, demonstrates the experience, creativity and innovative skills to create a popular culture on the system and substantially increase customers and ridership;
- Oversees the strategic planning, creation and implementation of the Authority's Marketing Plans;
- Ability to focus and motivate a successful Marketing Team;
- Oversees the planning and improvements to the Authority's website, and social media tools;
- Oversees the development of partnership marketing contracts, creative briefs, and marketing procurements;
- Organizes the analysis of data from consumer research, ridership, social media, and other sources to craft compelling stories, better understand target markets and make changes to the Authority's Marketing Plan.
- Serves as main point of contact of marketing to the advertising agency, third party partners and vendors and internal cross-functional departments
- Possesses strong presentation skills and able to interface with executive level directors and the Authority's Board of Directors;
- Oversees the Authority's Public Information Officer;
- Oversees the public outreach component of the Authority's Title VI program

The employee shall work well under pressure meeting multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with colleagues, supervisors, subordinates, contract service provider, external grant funding agencies, and the public.

The work of this position is primarily performed in an office setting, working at a computer, phone, etc.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY POSITION

- Ability to communicate effectively in writing, with clear and concise style;
- Strong grammar, editorial and proofreading abilities;
- Skills, knowledge and understanding of audiences, design principles, marketing strategies, public relations, advertising, research and planning techniques and philosophy;
- Knowledge of general principles, methods, practices of public outreach;
- Ability to research and quickly synthesize information;
- Ability to lead and coordinate projects;
- Ability to make effective public presentations;
- Ability to attend to detail and ensure accuracy of information;
- Knowledge of visual design software, such as Photoshop and InDesign;
- Knowledge of webpage design and programming, as well as with web content management systems.

LICENSE REQUIREMENTS:

Must possess and maintain a current, valid California Driver’s License and satisfactory driving record (periodically drives LAVTA vehicles).

ORGANIZATIONAL RELATIONSHIPS

- Position reports directly to:
Executive Director
- Position coordinates with:
All LAVTA Personnel
LAVTA’s Operations Contractor
Representatives of Local, County, Regional, State and Federal Agencies
Local civic groups and businesses
Vendors/contractors
The public

QUALIFICATIONS

Education: Bachelor’s degree in Mass Communications, Marketing, Business Administration, Journalism, Public Relations, Public Administration, or related field.

Experience: Five (5) years experience in marketing, communications, transit planning at a transit agency, or any combination of training and experience that provides required

skills, knowledge, and abilities noted above and including but not limited to the ability to manage projects effectively and exceptional oral and written communication skills. Graphic design experience is desired.

Additional desired qualifications:

HTML

Supervisory skills

GIS skills

Bi-lingual skills

LIVERMORE/AMADOR VALLEY TRANSIT AUTHORITY

POSITION DESCRIPTION

POSITION Senior Marketing and Communications Coordinator

CLASSIFICATION Non-Exempt, Full Time Position

BRIEF POSITION DESCRIPTION

The Senior Marketing and Communications Coordinator works under the direction of the Marketing Manager and is responsible for implementing the various facets of the Authority’s Marketing Plan. Additionally, the position functions as the Authority’s Public Information Officer (PIO).

SPECIFIC DUTIES AND RESPONSIBILITIES

- Implements various elements of the Authority’s Marketing Plan, which entails the duties and responsibilities of creating detailed plans/campaigns, web and social media collateral, ability to work with contactors, and follow Authority procurement and other guidelines;
- Represents the Authority as the Public Informational Officer for public requests. Manages all requests under the Freedom of Information Act;
- Develops and manages the Public Outreach components of LAVTA’s Title VI program;
- Writes and/or coordinate information and promotional materials for print or otherwise, including press releases, podcasts, photo galleries, maps and website postings;
- Assists with customer service, including complaint resolution;
- Develops specific programs/toolkits for employer outreach, including materials on an employer sponsored transit options for employees;
- Researches and evaluate market characteristics;
- Manages the bus advertising, printing, and on-call marketing services contracts;
- Manages service change collateral, including the creation of timetables, rider notices, and on-street inventory;
- Coordinates and promotes special events;
- Is familiar and expert at the development and usage of the Authority’s website. Also understands and is expert at the usage of Facebook, Twitter, Instagram, and other social media tools;
- Other duties as assigned

The employee shall work well under pressure meeting multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with

colleagues, supervisors, subordinates, contract service provider, external grant funding agencies, and the public.

The work of this position is primarily performed in an office setting, working at a computer, phone, etc.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY POSITION

- Ability to communicate effectively in writing, with clear and concise style;
- Strong grammar, editorial and proofreading abilities;
- Skills, knowledge and understanding of audiences, design principles, marketing strategies, public relations, advertising, research and planning techniques and philosophy;
- Knowledge of general principles, methods, practices of public outreach;
- Ability to research and quickly synthesize information;
- Ability to lead and coordinate projects;
- Ability to make effective public presentations;
- Ability to attend to detail and ensure accuracy of information;
- Knowledge of visual design software, such as Photoshop and InDesign;
- Knowledge of webpage design and programming, as well as with web content management systems.

LICENSE REQUIREMENTS:

Must possess and maintain a current, valid California Driver’s License and satisfactory driving record (periodically drives LAVTA vehicles).

ORGANIZATIONAL RELATIONSHIPS

- Position reports directly to:
Marketing Manager
- Position coordinates with:
All LAVTA Personnel
LAVTA’s Operations Contractor
Representatives of Local, County, Regional, State and Federal Agencies
Local civic groups and businesses
Vendors/contractors
The public

QUALIFICATIONS

Education: Bachelor’s degree in Mass Communications, Marketing, Business Administration, Journalism, Public Relations, Public Administration, or related field.

Experience: Three (3) years experience in marketing, communications, transit planning at a transit agency, or any combination of training and experience that provides required skills, knowledge, and abilities noted above and including but not limited to the ability to manage projects effectively and exceptional oral and written communication skills. Graphic design experience is desired.

Additional desired qualifications:

HTML

Supervisory skills

GIS skills

Bi-lingual skills

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY (LAVTA)

POSITION DESCRIPTION

POSITION	Marketing Intern
CLASSIFICATION	Non-Exempt, Part-Time Temporary Position

BRIEF POSITION DESCRIPTION

Interns report directly to the Marketing Manager and coordinates with all Livermore Amador Valley Transit Authority (LAVTA) Personnel. LAVTA will provide the intern with guidance on projects and tasks, the opportunity to attend staff and committee meetings, and provide the necessary tools (e.g. computer, work station, etc.) for interns to complete assignments. Internship learning opportunities include, but are not limited to:

SPECIFIC DUTIES AND RESPONSIBILITIES

- Leads college and community events for Wheels bus service changes that include handing out flyers, communicating with students/the community on service changes, setting up/breaking down activation station, etc.
- Researches new marketing tactics for community outreach
- Updates and communicate changes within the marketing event plan and status document
- Helps build website assets such as taking photos of event activations, bus stops, community functions, etc.
- Assists with producing marketing collateral such as t-shirts, lanyards, pens, flyers, etc.
- Ensures bus schedules information is fully stocked and correct by traveling to libraries, places of business, and BART stations to check brochure inventory
- Completes other administrative and miscellaneous duties that are assigned

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY POSITION

- Planning on pursuing a career in marketing or advertising. Experience with marketing, advertising, community outreach or other similar experience is highly desirable.
- Currently enrolled at a college or university, part-time or full-time, as an undergraduate or graduate student at the time of application submission
- Must have excellent reading, writing, comprehension and editing skills
- Experience using MS Word, Excel is highly desirable.
- Must be available to work a minimum of 10 hours and a maximum of 20 hours per week, meet in person with supervisor at least once a week during LAVTA's regular business hours (8:00AM-5:00PM) Monday – Friday
- Must have reliable vehicle and willing to drive to suggested events
- High School Diploma

ORGANIZATIONAL RELATIONSHIPS

Position reports to Marketing Manager

Position coordinates with all LAVTA personnel
LAVTA Operations Contractor
Vendors/Contractors
The Public

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

POSITION DESCRIPTION

POSITION	Director of Finance
CLASSIFICATION	Exempt

POSITION DESCRIPTION

The Director of Finance reports directly to the Executive Director and under his/her direction plans, organizes, manages and provides oversight for all accounting and finance of the Authority, including strategic financial planning, preparing of financial reporting, and facilitating audits. Additionally, provides general administrative support, human resources management and customer service oversight.

SPECIFIC DUTIES AND RESPONSIBILITIES

45% *Accounting/Finance*

- Provide oversight and manage all financial activities of the Authority;
- Oversee fare collection including daily reports, farebox security, and revenue reconciliation;
- Maintain general ledger and prepare monthly Financial Reports;
- Oversee the preparation of the annual state and federal reports such as the State Controller's Report and the National Transit Database;
- Prepare appropriate information for the annual financial audit;
- Assure financial management systems conform to generally accepted accounting principles and standards, and to the requirements of the state and federal governments;
- Monitor Authority's financial condition and advise the Executive Director of financial management issues;
- Facilitate the strategic planning process and prepare Authority's annual operating and capital budget;
- Review established policies, systems and procedures governing all aspects of the Authority's accounting, bookkeeping, and financial reporting activities;
- Administer and process claims for federal, state and local agency grants;
- Assist staff in conducting financial analysis of fixed route transit, paratransit service alternatives, financial forecasting, SRTP preparation, and other projects.

15% *Customer Service*

- Create and oversee Authority's Customer Service policies, procedures and processes for fixed route and paratransit service;
- Develop and oversee training programs;

- Develop and oversee the Authority's Customer Relations Policy and Customer Service Oversight program adhered to by the contractors providing fixed route and paratransit service;
- Oversee the customer request program and processing of all customer complaints and feedback;

15% *Grants Management*

- Identify and develop new sources of agency funding;
- Comply with all federal, state, and regional project development requirements (TIP, CMP, STIP, etc.);
- Oversee preparation of formula grant applications to federal, state, and regional agencies for capital and operating subsidies;
- Oversee preparation of periodic reports required by funding agencies;
- Oversee request for payments from funding agencies in accord with each agencies' requirements;
- At times, represent the Authority at meetings of various funding agencies;
- Monitor all federal, state, and regional laws and Notices of Proposed Rulemaking (NPRM's) relating to public transit;
- Ensure agency complies with all state and federal regulatory programs, specifically DBE, EEO, Title VI, CARB and ADA.

10% *Capital Projects, Asset Management, and Contract Management*

- Prepare budget for capital improvements and monitor expenditures;
- Oversee fixed assets management and control;
- Administer purchasing and inventory programs and policies;
- Oversee Operations and Maintenance contract with respect to billing. Specifically, develop programs and methods to monitor contractor operations to ensure that they conform to contract requirements for billing;
- Assist in preparation of contract documents;

10% *General Administrative Support and Human Resource Management*

- Provide centralized administrative support services, including purchasing and records management for all Authority departments;
- Administer procurement and inventory programs and policies and act as Authority's Procurement Officer;
- Create and oversee Authority's Human Resources policies, procedures and processes;
- Develop and oversee training programs;
- Oversee the recruitment process;
- Counsel employees and managers on human resources matters;
- Oversee the Authority's employee pay, benefit plan, insurance programs;
- Maintain personnel records, including health benefits, retirement benefits, etc., and acts as liaison with Public Employees Retirement System;

5% *Other duties as assigned*

Behavior

The employee shall work well under pressure meeting multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with colleagues, supervisors, contract service provider, and the public.

ORGANIZATIONAL RELATIONSHIPS

Position reports directly to:

Executive Director

Position supervises:

Accounting Analyst

Administrative Assistant

Customer Service Supervisor

Customer Service Representative (2)

Position coordinates with:

All Authority staff

Contractor staff

Representatives of federal, state, regional, county and city agencies

Local civic groups and businesses

Vendors

The public

QUALIFICATIONS

Credentials:

Bachelor's degree in public finance, accounting, economics, business administration, public administration, or related field pertinent to position. Master's Degree in Business Administration or related field is desired.

Professional Experience:

Five to seven years' experience in performing accounting, grants management and financial management functions, preferably with a public transit or public agency. Knowledge of human resource management and experience with supervision, or any combination of training and experience that provides the required skills, knowledge and abilities.

KNOWLEDGE/SKILLS REQUIRED BY POSITION

Skills & Abilities:

Ability to lead and coordinate projects;

Ability to make effective public presentations;

Ability to communicate effectively, both orally and in writing;

Ability to motivate staff;

Ability to recognize business problems, develop alternatives, and implement viable solutions;

Strategic and tactical thinking skills.

Ability to handle multiple and changing priorities and deadlines.

Ability to work effectively with representatives of federal, state and local government agencies, local elected and appointed officials and with the general public.

Knowledge of:

Accounts Payable

Accounts Receivable

Payroll

General Accounting

Public Procurement Policies

Federal and State Reporting

Grant application and proposal preparation, and grant funds disbursement.

Federal and private funding sources.

Principles, operations and methods of public finance, fiscal management, transportation planning, and public administration, including accounting, budget preparation, program analysis, and revenue forecasting.

Federal and State laws, regulations, and requirements pertaining to transportation grants programs and audits.

Principles and techniques of management analysis, organizational and human resource management and employee benefit administration.

LIVERMORE/AMADOR VALLEY TRANSIT AUTHORITY

POSITION DESCRIPTION

POSITION Director of Planning and Operations

CLASSIFICATION Exempt

POSITION DESCRIPTION

The Director of Planning and Operations reports to the Executive Director and under his/her direction oversees and manages strategic planning, including discretionary grants, operations planning and contract management, short/long range planning, capital planning, projects and facilities and security.

SPECIFIC DUTIES AND RESPONSIBILITIES

45% *Short/Long Range Planning and Operations and Contract Management*

- Oversee the strategic development of long and short-range transit plans (e.g. SRTPs) and other related planning efforts;
- Monitor operations and manage service changes as appropriate to provide quality transportation services that are easy-to-use. Provide contract oversight of Fixed Route and Paratransit Contracts;
- Oversee the writing of discretionary grant applications to obtain funding for the agency's services and capital projects;
- Work with departments from each member city and Alameda County to ensure Authority transit services meet the current and future needs of each city and the County;
- Respond to community input on service design;
- Represent the Authority on various planning committees and organizations.

30% *Project Management*

- Oversee the planning, design, and implement of projects, including meeting scope, schedule, budget and quality requirements;
- Plan, develop and manage fleet procurements and other on-going capital equipment and inventory;
- Develop and implement projects and services consistent with the LAVTA Strategic Plan.

15% *Provide a Leadership Role within the Agency*

- Support the Executive Director;
- Assist in supporting the Authority's Board of Directors;
- Work collaboratively with other Directors on the agency's Management Team;
- Effectively manage the Planning and Projects Department staff.

5% Facilities and Security Management

- Plan and oversee the maintenance of the authority's maintenance, administration Operations and satellite facilities;
- Ensure that proper maintenance and preventative maintenance is being performed on all authority's buildings and properties;
- Review need for new security measures and specifications for new/replacement equipment;
- Maintain a safe and secure environment for authority's customers and employees;
- Manage and directs contract security services in coordination with in-house.

5% Other duties as assigned

Behavior

The employee shall work well under pressure meeting multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with colleagues, supervisors, contract service provider, and the public.

KNOWLEDGE/SKILLS REQUIRED BY POSITION

Skills & Abilities:

Ability to think strategically and proactively;
Ability to lead and coordinate projects;
Ability to develop and prepare comprehensive service plans, studies, and reports;
Ability to make effective public presentations;
Ability to communicate effectively, both orally and in writing;
Ability to obtain public acceptance of the Authority;
Ability to motivate staff;
Ability to recognize business problems, develop alternatives, and implement viable solutions;
Ability to prepare and monitor departmental operating budget.

Knowledge of:

Knowledge of Project Management principles and demonstrated experience in project delivery, meeting scope, schedule, budget, and quality requirements;
Transit planning principles, survey design, implementation and analysis;
Information technology resources;
Marketing and communications principles;
Knowledge of state, federal and regional laws and regulations relating to funding and operations of public transit;
Relative location of cities, basic geography and prominent landmarks of the Wheels service area.

ORGANIZATIONAL RELATIONSHIPS

Position reports directly to:

Executive Director

Position supervises:

Senior Grant, Project Management and Contract Specialist
Paratransit Planner
Senior Fleet and Technology Management Specialist
Planning Intern

Position coordinates with:

All Authority staff, particularly other department directors
Maintenance and Operations Contractor staff
Representatives of federal, state, regional, county and city agencies
Local civic groups and businesses
Vendors
The public

QUALIFICATIONS

Bachelor's/Master's degree(s) in Transportation Planning, Business Administration, Urban Planning, or related field. Five years of responsible management experience in public transit preferably at the local or regional level. The position requires 3-5 years of planning experience as well as 3-5 years of experience reporting directly to a governing body (i.e., Board of Directors) or substantial interaction with a governing body. Project Management training desirable.

LIVERMORE/AMADOR VALLEY TRANSIT AUTHORITY

JOB DESCRIPTION

POSITION: Senior Grants, Project Management, and Contract Specialist

CLASSIFICATION: Non-Exempt, Full-Time Position

BRIEF POSITION DESCRIPTION

The Senior Grants, Project Management and Contract Specialist position reports directly to the Director of Planning and Operations and is responsible for discretionary grant writing and management. Additionally, the position provides project management, including project planning, procurement, budget management, reporting and closeout. Finally, position provides contract oversight of the fixed route contractor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

25% Discretionary Grant Writing and Management

- Monitors all federal, state, and regional laws and notices of upcoming grant opportunities relating to public transit
- Researches discretionary grant opportunities and develops grant funding strategies;
- Prepares grant applications to federal, state, and regional agencies;
- Updates staff on grant progress, i.e., document submittals, deadlines, and upcoming grant opportunities as needed. Prepares necessary grant amendments requests, extensions, revisions, and progress updates;
- Monitors and maintains tracking system for milestones and deliverables, and upcoming grant opportunities;
- Anticipates and meets all reporting and submission deadlines.
- Coordinates legislative support for grant applications

30% Project Management

- Manages Authority projects, including project planning, procurement, budget management, reporting and closeout;
- Provides coordination with Authority leadership on projects;
- Provides written and verbal updates to Authority Board of Directors on projects.
- Monitors and provides support for legislative activity that affects Authority projects and mission.

35% Fixed Route Contract Compliance

- Manages the various elements of fixed route contract oversight, including contract staffing levels, customer service training, safety training and trends, maintenance, and overall performance of the fixed route service;
- Regularly and randomly inspects the elements of the fixed route contract oversight in the field;
- Meets on a regular basis with fixed route contractor to address deficiencies;
- Provides regular updates to Authority leadership on the performance of the contractor in providing fixed route services.

Other duties as assigned 10%

The employee shall work well under pressure meeting multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with colleagues, supervisors, contract service provider, external grant funding agencies, and the public.

The work of this position is primarily performed in an office setting, working at a computer, phone, etc.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY POSITION:

- Strong writer with clear and concise style
- Strong grammar, editorial and proofreading abilities; high level of attention to detail
- The ability to understand, interpret, and apply complex rules, regulations, and legal provisions governing grant programs.
- Ability to identify and research issues and develop sound strategies and options for implementing solutions
- Computer proficiency with skills in Word, Excel, PowerPoint, and Outlook in addition to learning new software programs if/when necessary.
- Ability to organize, prioritize and manage multiple tasks while meeting critical deadlines
- Ability to work in a team and individually
- Some knowledge and experience of grant/contract reporting requirements and regulations on federal, state, and local government agency programs, issues, and regulations (OMB Circulars), especially related to public transit
- Knowledge or familiarity with the Livermore Tri-Valley area is desired but not required
- Commitment to public transit and its goals
- Familiarity with CARB, DBE, ADA, EEO, and Title VI is desired but not required

LICENSE REQUIREMENTS:

Must possess and maintain a current, valid California Driver's License and satisfactory driving record (periodically drives LAVTA vehicles).

ORGANIZATIONAL RELATIONSHIPS

- Position reports directly to:
Director of Planning and Operations

- Position coordinates with:
All LAVTA Personnel
LAVTA's Fixed Route Contractor
Representatives of Local, County, Regional, State and Federal Agencies

QUALIFICATIONS:

Education: Bachelor's degree.

Experience: Three to five years of experience in grant and/or financial management and project management within a public or transit agency (e.g. internship or assistant) is desired, including some knowledge of federal, state, and local regulations (e.g. OMB Circulars) governing grant programs for transit agencies; or demonstrated ability to gain that knowledge.

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

POSITION DESCRIPTION

POSITION Accounting Analyst

CLASSIFICATION Non-Exempt

POSITION DESCRIPTION

The Accounting Analyst reports to the Director of Finance and is responsible for processing and maintaining the accounts payable, receivable, payroll, ticket inventory, grant billing and reporting, assisting with audit preparation, and other accounting tasks for the agency.

SPECIFIC DUTIES AND RESPONSIBILITIES

70% *Perform all routine and specialized accounting activities*

Under general supervision:

- Responsible for all aspects of accounts payable including reviewing and reconciling invoices, entering invoices into the accounts payable system, processing checks and direct deposits (at least twice per month), working with vendors to resolve discrepancies, preparing 1099 forms, maintaining W-9 records and state quarterly reports, and reconciling accounts;
- Responsible for depositing all non farebox revenue in the agency bank account including tracking and safekeeping funds for deposit and reconciling the revenue accounts;
- Responsible for the control of the fare media both the inventory and the billing and delivery of tickets to vendors;
- Responsible for all aspects of agency payroll including processing bi-weekly paychecks and preparing quarterly and annual reports and providing W-2 forms to employees;
- Billing of ticket vendors, and those under a concession agreement;
- Maintain accounting files;
- Effects transfer of funds between bank accounts;
- Responsible for accounts receivable activities including monthly and quarterly billing of a variety of revenue sources, including grants;
- Maintains Accounts Payable records including the tracking of various payables such as fuel prices and insurance claims paid;
- Processes monthly and quarterly reports pertaining to a variety of agency activities including fuel storage and both fixed route and paratransit operations;
- Quarterly financial grant reporting.

20% *Provide support to the Director of Finance*

- Perform accounting tasks in preparation for year-end financial reconciliations;
- Perform tasks relevant to fare collection including daily reports and revenue reconciliation;
- Assist in administration of CalPERS and benefits programs, including addition and deletion of active employees;

10% *Other duties as assigned*

Behavior

The employee shall work well under pressure meeting multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with colleagues, supervisors, contract service provider, and the public.

KNOWLEDGE/SKILLS REQUIRED BY POSITION

Skills & Abilities:

Ability to work with numbers

Ability to work with employees at all levels of the organization

Ability to explain accounting concepts to non-accounting personnel

Ability to perform complex account analyses

Ability to meet frequent and multiple deadlines

Knowledge of:

General accounting concepts

Accounts payable

Accounts receivable

Payroll including state and federal tax requirements

Computerized accounting systems

Microsoft Word and Excel

LICENSE REQUIREMENTS:

Must possess and maintain a current, valid California Driver's License and satisfactory driving record (periodically drives LAVTA vehicles).

ORGANIZATIONAL RELATIONSHIPS

Position reports directly to:

Director of Finance

Position coordinates with:

All LAVTA staff

LAVTA's contract service provider and other outside vendors

QUALIFICATIONS

Requires a BA degree in accounting or related field or four years of relevant experience.

RESOLUTION NO. 19-2016

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
ESTABLISHING FY2017 SALARY BANDS**

WHEREAS, the Board of Directors of the Livermore Amador Valley Transit Authority adopted Resolution No. 26-2014, which established the current Human Resources Policy; and

WHEREAS, Section 4.2, Rates of Pay, of the Human Resources Policy requires an annual review of the Salary Ranges as part of the annual budget process; and

WHEREAS, it is desirable and necessary to revise the Salary Bands.

NOW, THEREFORE, BE IT RESOLVED that the Salary Bands for FY2017 are revised as follows:

Salary Bands

The following salary bands represent the categories of employment within the agency. Bands will be adjusted annually as part of the budget process. Periodically the Board of Directors may make additional one time adjustments to the bands based on market conditions, or other relevant factors indicating that the bands have become non-competitive. The Executive Director will have the authority to set salaries for positions within each band based on adopted budget constraints.

Monthly salary ranges as of July 1, 2016.

Monthly Salary Ranges

<u>Band 1</u>	<u>\$3,334 - \$4,668</u>
Customer Service Representative	
<u>Band 2</u>	<u>\$4,167 - \$5,835</u>
Accounting Assistant	
Community Outreach Coordinator	
Administrative Assistant	
Customer Service Supervisor	
<u>Band 3</u>	<u>\$5,002 - \$7,003</u>
Paratransit Planning Specialist	
<u>Band 4</u>	<u>\$6,002 - \$8,402</u>
Senior Transit Planner	
Senior Fleet & Technology Management Specialist	

Senior Marketing & Communications Specialist
Senior Grants & Project Management Specialist

Band 5 \$7,202 - \$10,083
Finance and Grants Manager

Band 6 \$8,643 - \$12,099
Director of Administrative Services
Director of Planning and Communications

PASSED AND ADOPTED this 6th day of June, 2016.

Don Biddle, Chair

ATTEST:

Michael Tree, Executive Director

Approved as to form:

Michael Conneran, Legal Counsel

RESOLUTION NO. 38-2016

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
REVISING FY2017 SALARY BANDS**

WHEREAS, the Board of Directors of the Livermore Amador Valley Transit Authority adopted Resolution No. 26-2014, which established the current Human Resources Policy; and

WHEREAS, Section 4.2, Rates of Pay, of the Human Resources Policy requires an annual review of the Salary Ranges as part of the annual budget process; and

WHEREAS, it is desirable and necessary to revise the Salary Bands.

NOW, THEREFORE, BE IT RESOLVED that the Salary Bands for FY2017 are revised as follows:

Addition of Accounting Analyst to Band 3.

Monthly salary ranges as of November 7, 2016.

Monthly Salary Ranges

<u>Band 1</u>	<u>\$3,334 - \$4,668</u>
Customer Service Representative	
<u>Band 2</u>	<u>\$4,167 - \$5,835</u>
Accounting Assistant	
Community Outreach Coordinator	
Administrative Assistant	
Customer Service Supervisor	
<u>Band 3</u>	<u>\$5,002 - \$7,003</u>
Paratransit Planning Specialist	
Accounting Analyst	
<u>Band 4</u>	<u>\$6,002 - \$8,402</u>
Senior Transit Planner	
Senior Fleet & Technology Management Specialist	
Senior Marketing & Communications Specialist	
Senior Grants & Project Management Specialist	
<u>Band 5</u>	<u>\$7,202 - \$10,083</u>
Finance and Grants Manager	

Band 6

\$8,643 - \$12,099

Director of Administrative Services
Director of Planning and Communications

PASSED AND ADOPTED this 7th day of November, 2016.

Steven Spedowski, Chair

ATTEST:

Michael Tree, Executive Director

Approved as to form:

Michael Conneran, Legal Counsel