

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY



Unique Opportunity –Director of Finance (Livermore, California)

How would you like to work for a progressive transit agency in the beautiful California Bay Area? The Livermore Amador Valley Transit Authority is proud to advertise this Director of Finance position in Livermore, California.

The Organization

The Livermore Amador Valley Transit Authority provides bus service for the Tri-Valley area, connecting communities while easing congestion, reducing pollution, and making the region a better place to live. The agency is also actively engaged in regional rail planning and project delivery, with BART and ACE Rail currently providing service to the area.

In the Tri-Valley, thousands ride transit daily – with commute volumes from the Tri-Valley to San Francisco, Santa Clara and San Mateo Counties increasing 66% since 2007. With the Tri-Valley growing at a faster rate than the Bay Area as a whole, near-future transportation investments are crucial and will yield significant economic benefits for the entire mega-region.

Created by a joint powers agreement in 1985, the Livermore Amador Valley Transit Authority (LAVTA) provides area-wide transit services to the cities of Dublin (population 49,890), Livermore (population 86,870), and Pleasanton (population 69,829) and unincorporated areas of Alameda County. This area is located in eastern Alameda County, which is part of the greater San Francisco Bay Area. The LAVTA Board of Directors consists of two elected officials from each city and one

member of the County Board of Supervisors. LAVTA is currently supported by a \$17.3 million operating budget, in addition to the Capital Budget and 15 full-time employees. The Authority contracts with MV Transit to provide fixed route bus operations, with a fleet of 60 vehicles, and MTM for Paratransit service through a brokerage model.

The Director of Finance Position

Reporting directly to the Executive Director, the Director of Finance plans, organizes, directs, manages and develops LAVTA's administrative, financial, purchasing, accounting, budget, payroll, and financial analysis/reporting functions as well as develops funding strategies and grants administration for the department. Provides highly responsible and complex administrative and financial management support for the agency. Assumes responsibility for a full range of complex and sensitive administrative projects, and oversees Human Resources, and Customer Service. Manages one Finance Analyst, one administrative assistant, one customer service supervisor and two customer service representatives. The salary range is \$8,643 to \$12,099, DOQ. The agency is enrolled in CalPERS. For more detailed information on the job description visit www.wheelsbus.com.

The Candidate

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.



The ideal candidate must:

- ◆ Have knowledge of: principles, practices and methods of municipal accounting, finance and public administration; Federal and State procurement practices and principles; Generally Accepted Accounting Principles (GAAP); inventory control practices and procedures; laws, regulations and reporting requirements pertaining to municipal finance administration; principles, practices and techniques of capital and operating budget processes and contract negotiation and management; effective metrics and/or performance based management measurement techniques; principles of leadership, supervision and personnel management; advanced principles and methods of research, analysis and reporting; effective customer service techniques.

- ◆ Have the ability to: plan, manage and coordinate the financial operations of a public transit organization; select, supervise and evaluate staff; delegate, coach, motivate and counsel staff; analyze and recommend solutions to complex financial problems and issues; prepare, develop and administer complex budgets; maintain accurate records; exercise independent judgment and make

sound decisions consistent with departmental goals and values; communicate effectively, both orally and in writing; promote and implement the vision, values, mission, plans and goals of the Transit Department; keep abreast of current developments and relevant legislation affecting the transit industry; establish and maintain effective and cooperative working relationships with a wide variety of individuals and community groups, City staff and the general public; provide effective customer service.

ADDITIONAL KNOWLEDGE/SKILLS REQUIRED BY POSITION

Skills & Abilities:

Ability to lead and coordinate multiple 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, California

Livermore is a city in Alameda County, California, in the United States. With an estimated 2014 population of 86,870, Livermore is the most populous city in the Tri-Valley. Livermore is located on the eastern edge of California's San Francisco Bay Area.

Livermore was founded by William Mendenhall and named after Robert Livermore, his friend and a local rancher who settled in the area in the 1840s. Livermore is the home of the Lawrence Livermore National Laboratory, for which the chemical element livermorium is named (and thus, placing the city's name in the periodic table). Livermore is also the California site of Sandia National Laboratories, which is headquartered in Albuquerque, New Mexico. Its south side is



home to local vineyards. The city has redeveloped its downtown district and is considered part of the Tri-Valley area, comprising Amador, Livermore and San Ramon valleys.

Geography

The Livermore Valley is located about 30 miles (48 km) east of and behind the first coastal range of foothills that surround the San Francisco Bay Area. The Livermore Valley has an east-west orientation with mountain passes on the west and east connecting the Bay Area and the Central Valley. The passes are used by railroads and highways to connect the two regions. Livermore Valley is about

15 miles (24 km) long (east to west), 10 miles (16 km) wide (north to south), and surrounded by California coastal range mountains and foothills.

Climate

Livermore has a Mediterranean climate, although it is close to a semi-arid climate because of its relatively low annual precipitation. It features with warm to hot, dry summers and mild to cool, wet winters. Summer daytime temperatures average in the 75 to 85 °F range, but sometimes reach 100 °F. Summer nights, however, are normally much cooler, with lows in the 50 to 60 °F range.



Culture

Livermore's culture retains some vestiges of the farming, wine growing and ranching traditions that have existed in the valley since the time of Robert Livermore, but now largely reflects a suburban population. Since 1918, Livermore has each June hosted the Livermore Rodeo, called the "World's Fastest Rodeo", that claims it has more riders per hour than any other event of its type. There are several wine-tasting tours of the Livermore area wineries that occur periodically throughout the summer.

Livermore has a strong blue-collar element, as well as many professionals who work at the Lawrence Livermore National Laboratory and other work sites in the high tech industries in Tri-Valley and within the Bay Area. Recent housing development has included the addition of hundreds of million-dollar homes set among the south side's vineyards, as well as a multimillion-dollar renovation of the downtown area. Renovations included office buildings, the Livermore Cinemas, the Bankhead Theatre, and a multistory parking structure. The Livermore Civic Center includes a state-of-the-art library that opened in 2004, with a front mosaic by Maria Alquilar.

Livermore has several golf courses located near the city: Las Positas municipal golf course, and the 18 hole Poppy Ridge and

Wente Vineyards courses. Livermore Municipal Airport (LVK) is accessible to business jets, serving the entire Tri-Valley area. Each summer Livermore has a farmer's market, which bring farm-fresh produce directly to the consumer.



Arts organizations supported by the city include the Livermore-Amador Symphony, Del Valle Fine Arts, producer of classical music events, and in the valley at large, the Valley Concert Chorale, Livermore Valley Opera, the Valley Dance Theatre, a classical ballet company and the Livermore Art Association. There are over fifty places of worship in Livermore.

HOW TO APPLY:

Submit resume and cover letter to the attention of Michael Tree. Note that this position is open until November 30, 2016. Documents may be submitted via:

Email: FrontDesk@lavta.org; or

Mail: LAVTA, 1362 Rutan Dr., Suite 100, Livermore, CA 94551; or

FAX: 925.443.1375

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.