

The City of Gardena Invites Your Interest in the Position of



TRANSIT OPERATIONS OFFICER



The Gardena Community



Located just 13 miles south of metropolitan Los Angeles in the South Bay area of Los Angeles County, Gardena is strategically located near the intersections of the Harbor (110), Anderson (105), San Diego (405), and Gardena (91) Freeways. Gardena is a General Law City, incorporated in 1930, which operates under the Council-Manager form of government with a Mayor and four City Council Members, elected at-large. The City Clerk and City Treasurer are also elected. Gardena encompasses 5.95 square miles with an ethnically diverse population of approximately 62,000. Gardena, an “All-America City,” is a mixed residential and business community with a City government that prides itself in providing a full range of quality services to the community, including a municipal bus line.

The Transportation Department

The Department functions as an enterprise fund and does business under the name of GTRANS, formerly known as the Gardena Municipal Bus Line (GMBL). GTRANS, in partnership with the Los Angeles Metropolitan Transportation Authority (MTA), has provided safe, reliable, and outstanding local bus service to Southern California’s South Bay area for more than 75 years.

Founded in January 1940, Gardena’s first buses only carried passengers between Gardena and Downtown LA, making stops at popular destinations such as Los Angeles City Hall and Gardena’s Civic Center.

By 1980, ridership had increased enough so that service was expanded to the south all the way to Pacific Coast Highway to further serve South Bay patrons. Service was expanded again, in 2009, when an east/west Line on Gardena’s northern boundary was created, serving the MTA’s Metro Rail Green Line stations in the northern portion of the South Bay area.

A most significant milestone was celebrated, in May 2009, when Transportation moved into a new 9-acre, \$50 million state-of-the-art Administration and Operations Facility, more than doubling its capacity for transportation services.

In 2005, the conversion of Gardena’s fleet from diesel buses to cleaner, gasoline hybrid electric powered vehicles was initiated, placing a total of 57 of these buses into service over the next five years. In 2015, an even greater environmental step was taken by adding zero-emission, all-electric vehicles to the fleet. These buses are designed to be clean, quiet, comfortable, and efficient – with plans for more than half of their electricity to come from solar-power panels soon to be installed in the facility’s parking structures. As previously noted, 2015 also marked several other major changes to the 75 year old department, as the name, Gardena Municipal Bus Line, was officially changed to GTRANS, a modern new bus design was unveiled, and the department website was upgraded to be a smarter and more user-friendly one.



To learn more about the Transportation Department, go to <http://ridegtrans.com/>

The Position

Under general direction, acts as chief assistant to the Transportation Director in planning, directing and managing the staff and operations of GTrans which includes: Transit Operations Services, Maintenance and Training, Safety and Security. May assume the responsibilities of the Transportation Director in the Director's absence or as the Director's designee before the community, Federal, State and local agencies and with other City departments; performs related work as required.



The Candidate

Graduation from an accredited college or university with a Bachelor's degree in Public Administration, Business Administration or a closely related field. A Master's degree in a closely related field is desirable.

Eight (8) years of recent, paid and progressively responsible operational and administrative work experience in public transit operations. At least five (5) years of the recent paid work experience must have included supervisory and management responsibilities.

The ideal candidate must:

- ◆ Have knowledge of: principles, practices and methods of public administration including goal setting, program development and implementation; principles and practices of customer service, service delivery and evaluation methods related to transit management; Federal, State and local laws and regulations related to transit systems administration; principles, practices and techniques of capital and operating budget processes; effective metrics and/ or performance based management measurement techniques; contract negotiations and management; principles and practices of employee relations; principles of leadership and personnel management; advanced principles and methods of research, analysis and reporting; principles, practices and techniques of supervision and training.
- ◆ Have the ability to: plan, manage and coordinate the integrated work of a public transit organization; select, supervise, train and evaluate staff; delegate, coach, motivate and counsel staff; analyze complex situations, identify problems, develop strategic plans, implement solutions and evaluate outcomes; manage multiple programs and priorities; prepare, develop and administer complex budgets; maintain accurate records; exercise independent judgment and make sound decisions consistent with departmental goals and values; develop and implement innovative programs and methods to evaluate programs; communicate effectively, both orally and in writing; keep abreast of current developments and relevant legislation affecting transit operations and maintenance; 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.
- ◆ Have skills in: operational analysis; relationship building and influencing others; leadership, management and supervision; effective written and verbal communication; using a personal computer and applicable software applications; contract negotiation and administration; making oral presentations.

Application Process

Salary: The annual salary range for Transit Administrative Officer is **\$111,264 to \$142,020**. Placement within this range is dependent upon the qualifications and experience of the selected candidate.

Vacation: 10 days per year, increasing with years of service.

Management Leave: 40 hours per calendar year.

Holidays: 12 fixed holidays per year plus additional 20 hours of floating holiday.

Sick Leave: 10 days accumulated per year with no maximum accumulation

Retirement: The City participates in the Public Employees Retirement System and currently pays 3.5% of the employees 7% contribution towards retirement (2% @55); no Social Security. New hires not already members of CalPERS will be enrolled according to PEPR2013 (2%@62).

Health Insurance: Medical, vision, prescription and dental coverage is provided. City currently plays the premium for employee plus on dependent. Management employees may receive up to \$1,000 over a 2 year period for physical examinations.

Life Insurance: Group Term Life Insurance policy @ 1.5 times annual salary, paid by the City with optional coverage available.

Tuition Reimbursement: \$1,500 per fiscal year for tuition and books for approved courses.

Deferred Compensation: Available to interested employees; no City match.

Credit Union: Savings and loans services are available through the South Bay Credit Union.

To be considered for this opportunity, please submit a letter of interest, along with a resume, a completed City of Gardena Employment Application, Supplemental Questionnaire, **AND** Proof of Bachelor's and/or Master's degree (transcript or diploma). *Applicants who indicate receipt of college level coursework or degree from a foreign institution must provide United States credential equivalency verification along with a copy of your college diploma or transcripts.*

Employment Application Forms are available under "Employment Opportunities" on the City of Gardena website: www.cityofgardena.org or may be obtained by calling the Gardena Human Resources Office at (310) 217-9688.

Only originals of completed application packages will be accepted, and should be sent to:

CITY OF GARDENA—HUMAN RESOURCES
1700 W. 162nd STREET
GARDENA, CA 90247

APPLICATIONS MUST BE RECEIVED BY 4:00 p.m. MONDAY, 11/28/16.



Supplemental Questions

Please limit your responses to one page per answer.

1. Describe your professional experience in operational and fleet maintenance management in public transit operations. Please include your specific responsibilities.
2. Describe your experience developing performance metrics to manage and evaluate service delivery, fleet and facility maintenance management and employee and customer security and safety. Please include your specific responsibilities.

