



*The City of Torrance Invites  
Applications for:*

# **Transit Manager Administration**

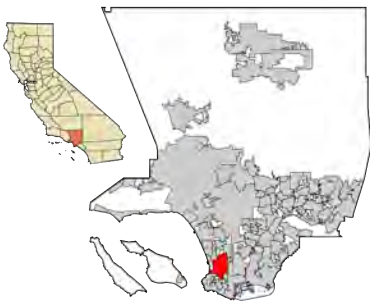
*\$103,812 - \$143,256  
annually*



*Apply Now!  
Recruitment closes  
August 22, 2016*



*[www.TorranceCA.Gov/Jobs](http://www.TorranceCA.Gov/Jobs)*



## The City

The City of Torrance, located in California in Los Angeles County's South Bay, borders the Pacific Ocean and beach communities to the west and the Palos Verdes Peninsula to the south. Ideally situated near the 405 (San Diego) freeway and twenty minutes from the Los Angeles International Airport; Torrance occupies 21 square miles, including a 3/4 mile stretch of beach and the Madrona Marsh, a freshwater habitat.



# TRANSIT MANAGER ADMINISTRATION

\$8,651 - \$10,381 - \$11,938 per month + Benefits

(Min) (Ref. Point) (Max)

Appointments are typically made between the minimum and reference point depending on qualifications.

For detailed benefits information, please see the last page of this bulletin.

**The Transit Manager, Administration is an At-Will, Non-Civil Service position.** Under general direction from the Transit Director, this position plans, organizes and supervises the administration of the transit system; develops, implements, monitors and evaluates division services and programs; and performs related duties as required. A detailed job description is available at [www.torranceca.gov/7427.htm](http://www.torranceca.gov/7427.htm).



## A little agency doing BIG things!

Torrance Transit is a municipally managed public transportation agency that has over 75 years of dedicated service to the South Bay Community boasting over 4 million boardings annually and an annual budget of 31 million dollars. Torrance Transit is budgeted for over 160 employees and currently operates a fleet of 63, 40-foot buses of which 53 are CNG and 10 are gas/electric hybrids. Torrance Transit currently operates 11 fixed-route bus lines. Three of the routes provide service and circulation within the City of Torrance while the other remaining routes provide regional connections. Current projects include:

- **Torrance Transit Park and Ride Regional Terminal:** A state-of-the-art, multi-modal transportation HUB in the South Bay region of Los Angeles county. This 5-acre facility will connect different modes of travel and is the future terminus of the Metro Green Line Rail station. Leadership in Energy and Environmental Design (LEED) certified with approximately 15,000+ square feet, this new terminal has the ability to house areas for small retail use, monthly pass sales, infrastructure to house ticket vending machines (TVMs), infrastructure for real-time passenger information technologies (RTPI), operator layover area and amenities, supervisor offices, security office/post communications room, training/conference room and a transit store. It will have 12 bus berths and the ability for two of them to serve 60-foot articulating buses. Ground breaking ceremonies were held on September 8, 2015 and the project is expected to be completed in late 2017.
- **Service Expansion:** Expanding and enhancing express runs from the South Bay to Downtown Los Angeles.
- **Rapid Corridor Bus Shelters:** Torrance Transit will be adding 29 new bus shelters along the Line 3 rapid service corridor from Redondo Beach to Long Beach.
- **Compressed Natural Gas (CNG) Maintenance Bay Retrofit:** Torrance Transit's maintenance and repair bays are being retrofitted to accommodate a larger CNG bus fleet.
- **Torrance Transit Remodel:** Phase 2 of the Department's remodel is beginning, which will include the east wing of the Operation's Division. Phase 1 recently concluded with the successful remodel of the Administration Division's west wing.
- **Bus Operator Training Simulator:** Approval was recently received to purchase a state-of-the-art bus operator training simulator and it should be in place by the end of 2016.
- **Automatic Vehicle Locator System (AVL):** Torrance Transit will launch its new AVL system in Fall 2016.



## Minimum Requirements

Any combination of education and experience that provides the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

Graduation from a four year college or university with a Bachelor's degree in public administration, business administration, urban planning, transportation planning or related field.

Three years of progressively responsible experience in the administration of transit programs, including supervision of professional and support staff, grant and contract administration and other transit services.

A valid Class C California driver's license is required upon hire.



## Ideal Candidate

In addition to the minimum requirements the ideal candidate will have the following professional attributes:

- Collaborative management style;
- Strong writing and analytical skills;
- Detail oriented;
- Effective in coaching and developing staff;
- Strong public contact, communication, and interpersonal skills to effectively interact with all levels of staff and City Officials with tact and diplomacy;
- Experience in managing budgets, grants and contracts;
- Experience in obtaining grants at both the State and Federal level.



## How To Apply

Interested applicants must submit a cover letter, resume, salary requirements, and supplemental questionnaire to [Jobs@TorranceCA.Gov](mailto:Jobs@TorranceCA.Gov). Please reference Transit Manager Administration in the subject line. Resumes must include your last ten years of employment with start and end dates for each position and clearly state any college degrees you have attained.

**The application filing period opens on July 25, 2016 at 7:30 a.m. and closes on August 22, 2016 at 5:30 p.m.**

Only those candidates who best meet the City and Department's needs will be invited to participate in the examination process which will consist of **a qualifying Work Preferences Questionnaire and an Oral Interview (100%), tentatively scheduled for September 19, 2016.**



## Supplemental Questions

*Please limit your responses to one page per answer.*

1. Do you have a BA/BS? If yes, what is your BA/BS in?
2. Do you have a MA/MS? If yes, what is your MA/MS in?
3. Describe, in detail, your experience in the following areas. In your response, include the employer and number of years/months you performed the duties.
  - a. Budgeting
  - b. Grants
  - c. Financial analysis on strategic initiatives
  - d. Developing long-term financial forecast models
  - e. Developing fiscal sustainability strategies
4. Provide detail of any grant and funding programs you have been responsible for during the past five years. Be specific as to your role.
5. Describe a situation where you were required to facilitate between parties with diverse and possibly competing interests. How did you handle the situation? How did you work to build consensus? What went well? What lessons did you learn?
6. Provide examples of events, promotional activities or outreach services you have been responsible for during the past five years.
7. Provide examples of how you have employed Social Media to support or promote a professional activity.



# Benefits

**Retirement** – Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS). Employees hired after January 1, 2013, that are new to CalPERS, or are returning members with a break in service greater than six months, will be enrolled in the formula 2% @ 62 retirement plan which is funded through contribution from both employer and employee.

**Social Security and Medicare** – Employees currently contribute 6.2% toward Social Security and 1.45% toward Medicare.

**Deferred Compensation** – A City Deferred Compensation Plan is available. The City will match contributions to the Deferred Compensation Plan up to 0.5% of the monthly base salary.

**Life and Accidental Life Insurance Coverage** - The City pays the premium for \$100,000 group term life and \$100,000 Accidental Death and Dismemberment coverage. Supplemental coverage is also available.

**Short Term/Long Term Disability** - The City pays 100% of the premium which offers up to 2/3 income protection.

**Health Insurance** – The City provides health insurance (HMO or PPO) through CalPERS. The City contributes up to \$1,020.96/mo. for family coverage. Premium costs paid for by the employee above the \$1020.96 can be made on a pre-tax basis.

**Dental Insurance** – The City provides dental insurance through Delta Dental (DHMO or PPO). The City pays for two-party coverage (\$76.44/mo). Premium costs paid for by the employee for family dental coverage above the \$76.44/mo can be made on a pre-tax basis.

**Personal Leave** – The City provides Management employees a personal leave allowance of 27 hours which is granted at the beginning of each fiscal year.

**Reimbursable Expenses** - The City provides Management employees with \$750 per fiscal year for eligible expenses such as unreimbursed medical expenses, training or tuition reimbursement or purchase of City compatible computers/equipment.

**Flexible Spending Account** - Employees may choose to participate in pre-tax payroll deductions which are deposited into an account that can be used for qualifying medical and dependant care expenses.

**Tuition Reimbursement** - The City reimburses up to \$1500 per fiscal year for tuition costs for voluntary off-duty job related courses.



Applicants with disabilities who require special testing arrangements must contact Human Resources prior to the final filing date.

The City of Torrance provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

As a condition of employment, candidates must pass a background check and a pre-employment medical examination.



*The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.*



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