

Summary of Duties : Plans, organizes, and directs the work of professional, technical, and clerical staff engaged in providing comprehensive rideshare transportation services and programs for City employees as set forth in the City's Trip Reduction Plan, or plans, develops, and administers specific services and programs contained in the Plan; promotes the increased use of trip reduction measures at all levels of City government; directs the administrative operations of the City Employee Parking Program; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features : A Rideshare Program Administrator directs, through subordinate supervisors, City employee rideshare programs and services in accordance with the City's Trip Reduction Plan to alleviate traffic congestion and air pollution in the Los Angeles Basin by reducing employee commuter trips. An employee of this class also administers the Employee Parking Program. Under general direction, a Rideshare Program Administrator plans, directs, and coordinates activities designed to provide comprehensive employee rideshare transportation services and promotes their usage. Assignments are received in terms of broad objectives, and performance is evaluated mainly in terms of objectives accomplished, services provided, problems resolved, and trips reduced. As a bona fide supervisor, a Rideshare Program Administrator is responsible for the performance of the full range of supervisory activities, including: application of discipline, processing and resolution of grievances, evaluation of performance, and approval of time-off requests.

Examples of Duties: Plans, organizes, assigns, directs, coordinates, and evaluates the work of professional, technical, and clerical employees engaged in the administration of programs and activities related to trip reduction and employee parking management, and personally performs the more critical aspects of the work; meets with top-level City management, other governmental and private agencies, and employee organizations to discuss and promote the City's rideshare and trip reduction efforts and to gain their support and cooperation; appears before the Board of Civil Service Commissioners, the City Council and its committees, other City commissions, and various regulatory agencies on rideshare and trip reduction issues; works with City, County, State and other public and private agencies to develop cooperative relationships to promote and facilitate trip reduction efforts, where appropriate; reviews and approves budget documents, special funding applications, requests for proposals, and bid specifications related to the Rideshare Program; supervises the preparation of routine and special administrative reports, including measures of effectiveness and accomplishment

in reaching the City's Trip Reduction goals; prepares progress reports and policy statements.

Communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action Program; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of transportation demand management, including commuter trip reduction/rideshare programs and services; a good knowledge of trends and practices in the field of transportation demand management; a good knowledge of principles, practices, and procedures of marketing and promoting rideshare alternatives; a good knowledge of survey techniques; a good knowledge of methods and problems in operating an employee vanpool program; a good knowledge of technological developments and sources of information in the design and conversion of vanpool vehicles, their maintenance, service, and repair; a good knowledge of governmental legislation and sources of funding that affect trip reduction activities; a good knowledge of cost-benefit analysis techniques; a good knowledge of problem and conflict resolution techniques; a good knowledge of state licensing and other requirements related to operating a vanpool fleet; a good knowledge of principles of organization and management.

A working knowledge of the City's Employee Relations Ordinance and existing City policies and practices with respect to collective negotiations and administration of memoranda of understanding; a general knowledge of laws and regulations related to equal opportunity and affirmative action; a general knowledge of City personnel rules, policies, and procedures; the ability to exercise sound administrative judgement, originality, and initiative in the development of new programs and services; the ability to plan, organize, implement, and evaluate effective programs, services, and activities; the ability to deal tactfully and convincingly with government officials, employee organizations, and employees; the ability to speak before groups and direct meetings for the purpose of providing information or promoting rideshare services; the ability to write and review reports and correspondence for clarity and effectiveness.

Graduation from a recognized four-year college or university and two years full-time paid professional experience at the level of Senior Management Analyst in an organization with at least 500 employees administering the activities of a comprehensive employee transportation management program which includes vanpool, carpool, public transportation subsidy, parking management or other employee rideshare services.

License: A valid California driver's license is required.

Physical Requirements : Strength to perform average lifting up to five pounds and occasionally over fifteen pounds; good speaking and hearing ability; and good eyesight. Persons with disabilities may be capable of performing the duties of this class. Such determination must be made by the medical examiner on an individual basis.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.