

Regional Transit Job Announcement

www.sacrt.com

(916) 556-0298

2810 O Street, Sacramento CA 95816

Police Services Superintendent Internal / External

Salary: \$85,128 - \$119,160 annually
(Plus Excellent Benefits)

Posting Date: April 13, 2017 (Thu)
Filing Deadline: April 26, 2017 (Wed)

SUPPLEMENTAL QUESTIONNAIRE AND OFFICIAL DMV PRINTOUT ARE REQUIRED AT THE TIME OF APPLICATION

BRIEF DESCRIPTION

The purpose of this position is to oversee the fare inspection program for light rail train service and at light rail stations. This is accomplished by management of inspection personnel to include training, deployment, tactics, policy, procedures, and overall implementation of fare inspection to reduce fare evasion and overall nuisance or unlawful behavior. Other duties may include assuring staff are trained to provide excellent customer service as the first line representatives of RT. The Superintendent will also train and supervise new supervisors and agents/officers, review performance of staff and participate and coordinate various safety and emergency audits and reviews.

ESSENTIAL FUNCTIONS

Provides supervisory and administrative oversight by coordinating the daily work activities of the RT police services supervisors, transit agents, transit officers, and supplemental staff including working with Lieutenant/Captain (sworn officer responsibility) related to the Security Operations Center (SOC) and guard staffing. Establish and review employee performance standards and conducting evaluations with supervisory staff, conduct investigation and participate in grievance hearings. Acts as liaison with personnel and risk management. Provides departmental administration by assisting in the overall day to day management of the department, monitoring operations and ensuring effective and consistent operating practices, developing and monitoring schedules, assisting in the departmental budget preparation, and representing the department and serving as the departmental liaison with labor unions, all departments, and outside agencies. Provides program, policy and procedure review and analysis by developing programs to reduce light rail fare evasion coordinating the handling of passenger services complaints and emergencies, recommending and implementing departmental policies, procedures, and quality standards, and preparing correspondence and reports. Oversees field work by monitoring train and employee schedules/assignments, addressing issues as they arise, and responding to emergency situations.

MINIMUM QUALIFICATIONS

Education: Associate's degree or equivalent from an accredited college or university in Business Administration, Public Administration, or a closely related field. Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.

Proof of required education beyond high school, such as college transcripts, diplomas, licenses and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

Experience: A minimum of five (5) years of experience in public transportation, with three (3) years of experience in rail operations, and two (2) years of supervisory experience.

Other Requirements: Must possess a valid driver's license at time of application. Must have the ability to obtain and maintain a PC 832 Certificate.

Candidates must submit an official DMV printout, dated April 13, 2017, or thereafter, at time of application in order to be considered. Only official DMV printouts issued by the Department of Motor Vehicles are acceptable. Online DMV printout will not be accepted.

FILING

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application, supplemental questionnaire, official DMV printout and proof of education, as outlined above, are required for this position. Applications, supplemental questionnaires, and job announcements are available at Human Resources, 2810 O Street, Sacramento, CA 95816, or through our website at www.sacrt.com.

Completed employment application, supplemental questionnaire, official DMV printout and proof of education, as outlined above, must be submitted to the Human Resources Department not later than Wednesday, April 26, 2017 at 5:00 p.m. RT does not accept e-mail applications, on-line applications, or late applications regardless of postmark. RT will not process incomplete applications. **Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

RT is an Equal Opportunity Employer. EOE – Minorities/Women/Disabled/Veterans.

(Supplemental Questionnaire on Reverse Side)

Sacramento Regional Transit District Supplemental Questionnaire

Police Services Superintendent

Final Filing Date: Wednesday, April 26, 2017

The purpose of this Supplemental Questionnaire is to obtain additional job-related information to identify the most qualified applicants to continue in the selection process. Completion of this material is required and your responses must be submitted with your employment application by 5:00 p.m. on the final filing date. **Candidates who do not complete this Supplemental Questionnaire will be eliminated from further consideration.**

Please answer the following questions. Attach answers on a separate sheet of paper and number each item accordingly.

1. Describe, in detail, your direct experience managing fare inspection programs for light rail trains and stations. In your description include the name of the employer(s), your job title(s), the number of years/months you performed these duties and if this experience was in a public transportation setting.
2. Describe, in detail, your experience managing fare inspection personnel including supervisory and line staff. In your description include the name of the employer(s), your job title(s), the number of years/months you performed these duties and if this experience was in a public transportation setting.
3. Describe, in detail, any experience you may have developing programs to reduce fare evasion. In your description include the name of the employer(s), your job title(s), the number of years/months you performed these duties and if this experience was in a public transportation setting.