



# Virginia Railway Express

## *JOB DESCRIPTION*

**TITLE: CHIEF ADMINISTRATIVE OFFICER**

**GRADE: HH [SALARY RANGE \$131,280.89 THRU \$217,926.27]**

**FLSA STATUS: PROFESSIONAL EXEMPTION [SALARIED]**

**LAST UPDATED: APRIL 22, 2021**

### **GENERAL DESCRIPTION**

Reports to the Chief Executive Officer. This position serves as an executive leader and key strategic partner to the CEO, while overseeing internal business operations. Works with senior executive team in the day-to-day administrative operations, including procurement, human resources, as well as legal/regulatory compliance in an effort to enhance internal organizational processes. Will administer, coordinate and direct activities in support of policies, goals and objectives established by the CEO.

### **ESSENTIAL FUNCTIONS**

\*\*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

#### **EXECUTIVE/ADMINISTRATION:**

- Directs and oversees the day-to-day activities of executive/administrative personnel.
- Conducts performance evaluations for administrative staff and direct reports; ensures staff members are trained; ensures employees follow policies and procedures; maintains a healthy and safe working environment; and makes hiring, termination, and disciplinary recommendations.
- Will use their expertise and experience in leading teams to cultivate a diverse, inclusive, and high-performing workforce, and to transform, unify and simplify core business practices and processes agencywide.
- Provides input in business and strategic vision to everyday activities.
- Assists CEO as needed in setting goals for the organization and its respective departments/divisions.
- Regularly evaluates the status of organizational health and reports findings to the CEO.
- Encourages inter-departmental cooperation and trust.
- Develops and installs procedures and controls to promote communication and adequate information flow within the organization.
- Gives and welcomes feedback from the staff, promotes and implements morale building activities and recognizes employee accomplishments.
- Establishes policies consistent with the CEO's policies and objectives and ensures their execution.

- Develops and implements cost saving measures and conserves organizational resources.
- Coordinates directly with VRE General Counsel on matters related to VRE.

### **PROCUREMENT:**

- Oversees Procurement & Contracts division and, indirectly, staff.
- Provides additional guidance as needed, to include:
  - The development of procurement processes
  - Purchasing activities, including small purchases and RFQs
  - Pre-bid meetings, vendor questions, and awarding contracts
  - Development of procurement policies and procedures
  - Development of SOPs for contract administration, and issuance of purchase/task orders
  - Monitoring changes to regulations imposed by state and federal laws and good business practice.
  - Various aspects of Disadvantaged Business Enterprise (DBE)
  - Federal and State Compliance reviews

### **HUMAN RESOURCES:**

- Oversees Human Resources division and, indirectly, staff
- Provides additional guidance as needed, to include:
  - Diversity, Equity and Inclusion goals and objectives
  - The hiring process – placement of ads, job descriptions, interviews, negotiations, orientations procedures, etc.
  - EEO compliance, regulations and periodic audits
  - Staff training program; staff development strategies
  - Personnel Policies, recommendations for modifications/additions/deletions
  - Disciplinary process, Performance Improvement Plans, management issues
  - Staff Evaluation process
  - Staff Incentives, Bonuses, Benefits
  - Reclassifications, Promotions, Reorganizations
  - Compensation Studies
  - HR Software Management systems, SharePoint, electronic files, etc.
  - Employee Recognition

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of federal and state contracting policies and procedures, particularly those applicable to transit systems.
- Knowledge of business management and budgetary principles.
- Knowledge of public procurement policies and procedures.
- Knowledge of vendor management principles and practices.

- Specialized knowledge of EEO Compliance, Human Resources principles, practices, and programs including position classification and evaluation, salary and benefits planning and administration, employee relations, testing and selection, and training.
- Knowledge of applicable federal and state laws, rules and regulations as they pertain to human resources.
- Knowledge of customer service principles.
- Ability to understand service contract terms and conditions and evaluate performance based upon observation.
- Ability to interpret complex requirements and recommend and implement policies and procedures.
- Ability to design training materials, presentations and to conduct and coordinate training sessions/presentations.
- Professionalism and ability to deal effectively with people in a service oriented operational environment a must.
- Excellent and proven written and oral communication skills.
- Ability to supervise, and evaluate employees, prioritize and assign work.
- Ability to develop, review and organize procurement and contract documents.
- Ability to analyze processes and make recommendations for improvement.
- Ability to assist in the development and administration of budgets.
- Ability to establish detailed work procedures.
- Ability to maintain the confidentiality of information and professional boundaries.
- Ability to present information orally and in writing to a wide range of audiences, including elected officials.
- Ability to manage multiple projects simultaneously as well as organize, prioritize, and perform time sensitive tasks.
- Professionalism and ability to deal effectively with people in a service-oriented operational environment a must.
- Ability to remain calm during stressful events to make decisions in the best interest of VRE.

## **MINIMUM QUALIFICATIONS**

- A Master's degree in Business, Management, Transportation, Procurement or a relevant field is required and at least ten (10) years of professional experience; work in the public sector preferred.
- Minimum of 5 years' professional knowledge and experience of a Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO).
- Minimum of 5 years' professional knowledge and experience in Human Resources. Direct experience with federal EEO compliance, policies and procedures preferred.
- Verifiable success leading a professional staff and effecting positive change throughout an organization.
- Must have contract negotiation and management experience.

## **ADDITIONAL REQUIREMENTS:**

- Must possess a valid driver's license, current auto insurance, and maintain a safe driving record at all times during employment with VRE.
- Must be flexible and available to work outside of normal business hours in a dynamic Commuter Rail operating environment.

## **WORKING CONDITIONS:**

- This work is sedentary and requires little to no exertion of force; work regularly requires sitting, frequently requires speaking or hearing and using hands to finger, handle or feel and occasionally requires standing and walking.
- Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data.
- Work has no exposure to environmental conditions.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

*The statements in this job description are intended to describe the **general nature and level of work** being performed by incumbent(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

*VRE is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. VRE is committed to the principle of equal employment opportunities for all employees and to providing employees with a work environment free of discrimination and harassment.*