

JOB DESCRIPTION

Job Title: Business Operations Administrator

FLSA Status: Exempt

Salary Grade: 8

PURPOSE OF POSITION

This Business Operations Administrator will be responsible for filing all Accident/Incident Reports to the Federal Railroad Administration (aka FRA) and managing SCRRRA's Random Drug and Alcohol Program Plan. This position also provides administrative support, prepares reports, and other information necessary to support the Director and the staff in the Department.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives supervision from departmental management/ supervisory level roles.
- No formal supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Assist the System Safety Program Officer with implementation of new system safety regulations.
- Report any impact of railroad on-track equipment and highway users through the proper FRA channels.
- Update the Internal Control Plan on accident/incident reporting.
- Manage the paperwork and documentation supporting agency compliance with various safety related regulations, including but not limited to Federal Drug and Alcohol, FRA, APTA, and OSHA.
- Advise employees and supervisors on over-the-counter drugs to ensure they're used at the proper dosage and will not adversely affect the performance of safety-sensitive duties.
- Provide administrative support to the department including the processing of expense reports, time-sheets, calendar and schedule management, ordering supplies, pickup and distribution of mail, correspondence, faxing and photocopying and scheduling maintenance/repairs of office equipment and vending machine and the preparation of reports for departmental personnel.
- Collaborate with department staff, SCRRRA budget team and contract service provider's financial staff to establish budgets for the department and for department contract work.
- Negotiate annual budgets with contractors and monitor budget performance.
- Review and approve all department invoices.
- Review contractor's monthly invoices, verify purchases against contractor A/P journals, verify labor rates and headcount prior to approval and routes for signature.
- Work with contractors and project managers to improve monitoring and execution of the various projects and contracts.
- Assist internal and external customers with research requests or analysis.
- Update and maintain all department databases.



- Establish and maintain effective and cooperative working relationships with SCRRA employees, contractors and management.
- Serve as Project Manager for all assigned projects.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor’s Degree in Business Administration or a related field.
- A minimum of four years of experience performing similar job duties as described in the position duties.
- A combination of training, with a minimum of an Associate Degree and/or experience that provides the required knowledge, skills, and abilities, may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.

Preferred Qualifications

None

Knowledge, Skills, and Abilities

Knowledge of:

- SCRRA operations and business processes.
- APTA and FRA guidelines
- Risks and system vulnerabilities
- Principles and practices of contract management

Skilled in:

- Strong and effective communication both verbal and written
- Microsoft Office Suite

Ability to:

- Work independently and take initiative
- Organize data efficiently and accurately

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks



- Balance, ascend/descend, climb, kneel, stoop, bend, crouch or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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