

## JOB DESCRIPTION

**Job Title:** Manager II (Various)  
**Working Title:** Manager II, Business Operations  
**FLSA Status:** Exempt  
**Salary Grade:** 10

### PURPOSE OF POSITION

The Manager II, Business Operations will manage the delivery of services from contracts associated with engineering, construction, and operations projects. This position will directly manage the Business Analyst/Administrator positions responsible for administering the contracts, funds, and associated invoices. In addition, this position is responsible for the coordination, planning, and development of the capital or operations budget.

### DISTINGUISHING CHARACTERISTICS

This is the senior level of the Manager (various) series. At this level, incumbents typically independently represent the organization; serve as a subject matter expert who possesses highly specialized knowledge, skills, abilities, and experience; are responsible for a specialty program area that has a major impact on the organization.

### SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from director or Executive level management
- Responsible for supervising and monitoring performance for a regular group of employees or department

### 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.*

- Provide effective coordination and oversight for departmental work to ensure the successful execution of the delivery of services associated with the contracts in the Program Delivery (PD) or Operations cost centers.
- Liaison with Project Managers and Contract Managers in the execution of Contract Task Orders (CTOs), Work Directives (WDs), Work Orders (WOs) and Job Orders (JOs)
- Create and implement standardized practices and procedures used by department staff, including but not limited to processing invoices, entering requisitions, and troubleshooting Oracle issues for faster resolutions, cross training, and consistency.
- Manage in collaboration with department staff and the General Accountant on processing of invoices assigned to Program Delivery (PD) or Operations cost centers to ensure resolution and payment.
- Collaborate with Purchasing, Contracts and Contract Compliance procurement activities for multiple departments (PTC, Equipment, Operations, Track, Capital, Design, Public Projects etc.) including but not limited, procurement planning, contract administration, change orders and close out.
- Participate in the preparation and administration department budget, monitor expenditures.
- Coordinate annual Capital or Operations budget planning process.
- Respond to inquiries from a variety of staff, outside agencies and direct Business Analysts/Administrators on preparing data and information to support a timely response.



- Collaborate with managers and various departments to accomplish organization and department objectives.
- Monitor and evaluate staff and contractors to establish training needs within the department to ensure objectives and expectations are met.
- Develop a team environment, among department personnel, other SCRRRA departments and contractors.
- Provide accurate reports and updates to executive level management and various SCRRRA departments and stakeholders.
- 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, Project Management, or a related field.
- A minimum of six (6) years' experience in procurement or contract administration, and two (2) years in management, preferably in a railroad operations environment.
- A combination of training, education, 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

### Knowledge, Skills, and Abilities

#### Knowledge of:

- Financial and contract management
- Oracle R12 E-Business Suite financial information system
- Architectural & Engineering (A&E) Qualification Based Selection (QBS) and applicable Federal & State guidance
- Negotiated and/or audited direct labor rates, overhead rate modifier, and fully burdened labor rates (FBLRs)
- FTA and State of California guidance for reimbursement of third-party contractor expenses
- Funding sources, funding patterns, project budgets, purchasing, invoicing and grants billing structure
- Public agency and Federal Transit Administration purchasing rules and regulations

#### Skilled in:

- Strong and effective leadership, team building, communication, and time management
- Microsoft Office Suite specifically Word and Excel

#### Ability to:

- Respond to internal customer inquiries in a calm, professional and courteous manner, responding well under pressure
- Work in a fast paced and ever-changing work environment, thinking and acting quickly, communicating sensibly and calmly, and responding appropriately to each category of the agency's multiple audiences and stakeholders
- Organize, lead, and be creative and solution oriented
- Gather a diverse group and together identify issues and resolve with decisiveness



- Comprehend the public service environment, SCRRRA mission, objectives, and business model
- Recommend and implement a restructuring of responsibilities as needed

### **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.*

Last Updated: January 2026

