

JOB DESCRIPTION

Job Title: Operations Administrator

FLSA Status: Exempt

Salary Grade: 9

PURPOSE OF POSITION

The Operations Administrator will manage, administer, and develop the Amtrak contract and budget for the Department. This position will also provide administrative support, prepares reports and other information necessary to support the Deputy Chief Operating Officer and the staff in the Department.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from departmental management/supervisory level roles.
- This position has 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.

- 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 special project billing and verify for contract compliance and applicability to project.
- 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 route for signature.
- Work with contractor and project managers, procurement and with the SCRRRA program management office to improve monitoring and execution of the various projects and contracts.
- Set up and maintain status reports to allow department to manage a growing number of projects and funding sources.
- Work with SCRRRA grants team to initiate new projects and funding sources; monitor funding expiration dates.
- Assist internal and external customers with research requests or analysis.
- Update and maintain all department databases.
- Monitor crew PTC performance. Produce reports for analyst.
- Assist in coordinating maintenance for assigned vehicles.
- Coordinate operational issues with Amtrak operations managers to provide safe, on-time train service in conjunction with SCRRRA's contract.
- Analyze performance data to identify problems and implement corrective actions in coordination with staff and contract operators.
- Develop operation performance measurements.



- Monitor commuter rail operations to ensure compliance with Federal and State regulations.
- Ensure customer service and on-time performance in compliance with Metrolink Supplemental instructions.
- Maintain Metrolink Supplemental instructions.
- Collaborate and work together with other department business administrators on train delays and related equipment and/or operations issues.
- Establish and maintain effective and cooperative working relationships with SCRRRA employees, contractors, and management.
- Project Manager for all assigned projects.
- Provide administrative support to the department, including the processing of expense reports, timesheets, calendar and schedule management, ordering supplies, pickup and distribution of mail, correspondence, faxing and photocopying, and scheduling maintenance/repairs of office equipment and vending machines, and the preparation of reports for departmental personnel.
- 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 (4) years of work experience performing similar job duties as described above.
- A minimum of three (3) years of work experience with Oracle financials or a comparable financial information system.
- 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:

- Train operations
- Mathematical analytics and trend analysis
- SCRRRA policies and procedures

Skilled In:

- Oracle R12
- Advanced proficiency with Microsoft Office, including word processing, spreadsheet, presentation, and database applications.
- Strong verbal and written communications
- Creative problem-solving



Ability to:

- Work collaboratively and cooperatively with all levels of employees, management, and external agencies.

Skilled In:

- Oracle R12
- Advanced proficiency with Microsoft Office, including word processing, spreadsheet, presentation, and database applications.
- Strong verbal and written communications
- Creative problem-solving.

Ability to:

- Work collaboratively and cooperatively with all levels of employees, management, and external agencies.

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: November 2025

