

## JOB DESCRIPTION

**Job Title:** Senior Manager, Information Technology

**FLSA Status:** Exempt

**Salary Grade:** 11A

### PURPOSE OF POSITION

The Senior Manager, Information Technology, will apply deep functional expertise to ensure increased productivity, efficiencies and to resolve issues in support of the IT systems and technology.

### DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

### 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.*

- Responsible for full management responsibility for all departmental services and activities.
- Plan, coordinate, and supervise all activities related to the design, development, and implementation of information systems and software applications. Ensure support for around-the-clock technological services.
- Oversee IT-related asset purchases and manage software licenses across the organization.
- Collaborate with SCRRRA managers and various departments to accomplish organizational objectives.
- Oversee project management activities associated with IT-related assets, including but not limited to task identification, work effort estimates, work schedules and tracking.
- Participate in the preparation and administration of assigned program budget and monitor expenditures.
- Translate functional requirements into technical design and specifications.
- Oversee the design and development and support the data models and structures and ETL.
- Develop and maintain multiple initiatives rBusiness Objects Universes, Web Intelligence reports, Crystal reports and Informatica application transformations.
- Interact with business clients and requestors to analyze requirements, define, prioritize, develop and configure business solutions.
- Develop and implement accurate system documentation, and data warehouse and reporting framework for the organization.
- Collaborate with SCRRRA managers and departments to accomplish mutual organizational and departmental objectives.
- Monitor and evaluate staff to establish training needs within the department and ensure objectives and expectations are met.
- Conduct and organize regular department meetings to ensure communication of strategy and action plans.



- 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 Computer Information Systems, Business Information Systems.
- A minimum of seven (7) years of work experience within an IT environment, designing different processes and/or solutions for various business customers, and five (5) years of experience in a project management or supervisory role.
- 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:

- Microsoft Windows CE Operating System
- Zebra programming language
- Data Warehouse table layout and relationships

#### Skilled in:

- Use of asset management systems (such as Trapeze Enterprise Asset Management System)
- Use of ERP Systems (such as Oracle) applications, tools and integrations
- Use of database tools (such as SQL, PL/SQL)
- Use of server tools (Windows server)
- Altering Web Intelligence, Universe and Crystal reports

#### Ability to:

- Analyze and solve problems
- Stay up to date in BI technology trends and provide solutions
- Effectively communicate relevant IT-related information to superiors and peers across the organization.
- Manage and organize materials
- Build and lead a team towards clear and stated goals

## 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

