



■ Main Office:
■ 10 Barclay Street, Suite 16C
■ New York, NY 10007
■ T: 212.406.2400 F: 212.406.2402

■ Affiliate Offices:
■ 5 Almarco Avenue
■ New Fairfield, CT 06812
■ Tel & Fax: 203.746.6629

■ 626 Riverside Drive Suite 11M
■ New York, NY 10031
■ www.TheBurgessGroup.com

■ London, England – UK
■ +44.208.969.7939
■ BillBurgess@TheBurgessGroup.com

December 12, 2017

Position Title: Chief Administrative Officer

Employer: New York City Transit

Location: New York, NY

Start Date: ASAP

Position Overview:

The Chief Administrative Officer (CAO) will be responsible for planning, direction and oversight of administrative activities for a major department in this transportation agency. The COA will develop and manage a centralized function for financial control, budget development, operations training, material control and forecasting, policy, and personnel administration. The COA will lead multi-disciplinary task forces as required. The COA will be the Principal Advisor to senior management for a multitude of administrative, policy, and operational project issues.

Duties and Responsibilities:

The COA will provide executive oversight for all financial control/administration support functions and direct the planning development of annual operating budgets as a part of the Departmental Strategic Business Plan; short and long term.

The COA will oversee employee safety programs and safety initiatives for the Department. He/she will direct the creation and compliance of Safety Action Plans. Provide executive oversight of all investigations.

Manage the administration, strategic and business planning for all administrative activities of the Department including budget operations support functions. Provide executive

oversight, planning, design and delivery of all personnel administration and training programs.

Qualifications:

Education: BA Degree in Transportation Management or a related field. MBA or equivalent desired.

Years' Experience: 10 – 15 years of progressive experience in operations management, including 6 – 8 years in a managerial capacity.

Position Summation:

Executive level knowledge of financial administration including budgeting, strategic planning and controls. Extensive experience in safety administration and labor relations. Excellent project management, training and labor/conflict resolution backgrounds. Excellent organizational, communication, presentation and writing skills. Proven ability to oversee and manage large-scale projects serving a diverse group of employees. Results-oriented individual with a strategic vision and the ability to act as a champion for change.

TO APPLY:

Applicants should email an updated resume in Microsoft Word format reflecting enumerated duties, responsibilities and salary requirements. Include applicable Administrative or Programmatic Writing Sample and 3 Business References (1 superior, 1 peer and 1 subordinate to: BillBurgess@TheBurgessGroup.com, ASAP or apply online at: www.TheBurgessGroup.com until position is filled. Any questions call: 212.406.2400 or fax: 212 406 2402.

New York City Transit is an equal opportunity employer. Minorities, women and veterans are especially encouraged to apply.