

Manager, Transit Revenue and Business Support Job Number: 42320

Get a behind-the-scenes look at this exciting opportunity by listening to Sarah Feldman, Director of Business Integration and Workforce Development at the City of Edmonton, in this exclusive podcast bit.ly/3DbdIMw. In the recording, Sarah highlights some bodies of work the Manager of Transit Revenue and Business Support will be involved in and discusses which leadership traits she is looking for in the successful candidate. To view a transcript of the conversation, visit bit.ly/3DheyC5.

The Role:

Edmonton Transit Service (ETS) is a fully integrated, progressive, easy-to-use public transit system that provides over 80 million rides each year. Transit plays an important role in city building and ETS service includes conventional bus, LRT and paratransit service.

Reporting to the Director, Business Integration and Workforce Development, the Manager, Transit Revenue and Business Support will provide leadership for financial stewardship including budgeting, financial reporting and analysis, procurement and contract management, as well as revenue modelling and projections within Edmonton Transit Service.

First year goals and deliverables:

- Facilitate the development of the 4 year capital and operating budgets for Edmonton Transit
- Actively participate in the development of strategies for the Branch in alignment with the City Plan and Corporate Business Plan and budget
- Provide sound advice and support to ETS leaders about financial management, budgeting, reporting and related accountability
- Oversee revenue modelling for Transit, aligning fare strategies and revenue projections
- Provide strategic oversight to non-fare revenue contracts and development of opportunities to expand non-fare revenue generation
- Oversee inventory management and control for fare products and collateral material kept in warehouse facilities
- Provide relevant business data to guide decision making to meet the goals of citizen-centred service delivery
- Anticipate business opportunities, influence policy, planning and initiatives, and foster a culture of accountability through performance measurement
- Integrate multi-disciplinary teams to work collaboratively with stakeholders supporting corporate priorities

What does success look like?

- Apply knowledge or training and/or education in Commerce, Business Administration or related disciplines with a concentration in Accounting or Finance
- Chartered Professional Accounting (CPA) or a related designation is considered an asset
- Utilize experience leading budget, financial analysis and reporting, contract management and procurement processes
- Utilize experience in leadership roles within a large, complex organization
- Integrate multi-disciplinary teams to work collaboratively with stakeholders supporting corporate priorities
- Think strategically to address large, complex issues, to manage emergent projects while steering dynamically
- Actively participate in the development of strategies for the Branch and in alignment with the City's Service Innovation and Performance Branch
- Build a respectful workplace culture through a values-based influencer approach and working collaboratively
- Balance strategic planning with executive level consulting and communication skills
- Understand complex municipal subject matter and build influential relationships internal departments and branches, external agencies and institutions, orders of government, and community organizations
- Communicate with strong political acumen, strategic planning, issue resolution and decision-making skills
- Present complex ideas to diverse audiences, build positive relationships and establish clear expectations
- Service excellence, embracing diversity and promoting inclusiveness
- Align leadership, organizational climate and resources to support the corporation's strategic management framework
- Demonstrate alignment with the Cultural Commitments of Safe; Helpful; Accountable; Integrated; and Excellent, fostering an environment for others to do the same. For more information on the City's Cultural Commitments, please visit (<http://bit.ly/3bH2Ztv>)
- Demonstrate the foundational competencies, key behaviours and attributes of the City's six leadership competencies: Courage, Inclusivity, Values-Based Influencer, Collaborative Networker, Systems Thinker and Creative Innovator. For more information on the City's leadership competencies, please visit (<http://bit.ly/2PLbz1w>)



The City of Edmonton is committed to inclusive, respectful and equitable workplaces that represent the communities we serve. We continuously improve our systems, policies and practices to remove barriers and ensure our employees, in all their diversity, can succeed. We encourage applications from courageous leaders who intentionally promote respect and inclusion on their teams. To learn more, see the Art of Inclusion: Our Diversity and Inclusion Framework here: <https://bit.ly/3hd2d95>.

The City of Edmonton strives to provide reasonable access and accommodations throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please contact Employment@edmonton.ca.

COVID-19 Notice: The City of Edmonton has implemented a COVID 19-Vaccination Policy. Employees must be fully vaccinated against COVID-19 and provide proof of vaccination. Employees who cannot be fully vaccinated on the basis of a protected legal ground (e.g. medical, religious) may request an exemption. Please note that this policy applies to all employees, including new hires, and volunteers. If your application is successful, you will be asked to provide proof of vaccination or request an exemption.

For more information, please refer to our COVID-19 Vaccination Policy (bit.ly/3lKwb6j) and COVID-19 Vaccination Procedure (bit.ly/39BICMt).

1 Permanent, Full-time position

Talent sourced through this process may be considered for similar opportunities within the City

Hours of Work: 36.9 hours per week, Monday - Friday

Salary: \$96,334.00 - \$137,619.00 (Annually)

Talent Acquisition Consultant: JM/JB

Classification Title: ML3 - Business Management Consulting

Posting Date: Dec 3, 2021

Closing Date: Jan 2, 2022 11:59:00 PM (MST)

Number of Openings (up to): 1 - Permanent Full-time

Union: Management

Department: Edmonton Transit Service

Work Location(s): 15th Floor Edmonton Tower, 10111 104 Avenue Edmonton T5J 0J4