

Washington Metropolitan Area Transit Authority

Position Description

INSPECTOR GENERAL

Summary

This position performs the functions and responsibilities described herein subject to authority delegated by, and oversight of, the Board of Directors. Directs and manages the Washington Metropolitan Area Transit Authority's (WMATA) Office of Inspector General (OIG). Provides organization-wide independent and objective oversight to carry out the mission of WMATA.

Prepares and delivers to the Board of Directors such reports as the Board may require. As records of WMATA, the reports are subject to WMATA's Public Access to Records Policy (PARP). Other than cooperating in the PARP process, the Inspector General discloses or distributes reports or other WMATA information to third-parties only when and to the extent authorized in writing by the Board. Promotes integrity and accountability within the OIG and WMATA. Gains a full understanding of business requirements in order to make recommendations to management and the Board to assist WMATA in meeting its business goals and objectives. Responsibilities should balance the workload among audits and reviews to improve efficiencies and operational processes and fraud, waste and abuse issues. Incorporates input from risk management assessment by management. Focuses staff resources on addressing high risk areas identified by the Board, management and the OIG. Fosters a team approach within the OIG that leads to effective relationships across WMATA, which produce high impact results. Keeps the Board of Directors fully informed of problems and deficiencies in the operations and administration of WMATA programs and about the need for and progress of corrective actions.

Supervised by: Reports to the Board of Directors. Organizationally reports to the Chair, Audits and Investigations Committee.

Work Environment

In order to achieve Metro's goals in support of its mission, the Inspector General is required to commit and continuously practice and demonstrate the following work values:

- **Safety** - To ensure that our employees, passengers and the general public's safety are always our first consideration.
- **Service Excellence** - To provide safe, clean, reliable, on time, courteous service for our clients and customers.
- **Workforce Development** - To make Metro a learning organization that attracts, develops, motivates and retains a world-class workforce.
- **Fiscal Responsibility** - To manage every taxpayer and customer-generated dollar as if it were coming from our own pocket.

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- **Innovation and Technology** - To actively participate in identifying best practices for continuous improvement.
- **Sustainability** - To reduce, reuse and recycle all internal resources and reduce greenhouse gas emissions.
- **Integrity** - To rely on the professional ethics and honesty of every Metro employee.
- **Teamwork** - To actively blend our individual talents to achieve world-class performance and service.

Examples of Duties

- Directs the overall independent oversight program (via audits, evaluations, and investigations) of WMATA, providing executive leadership to the organization and exercises supervision over the functions reporting to the Inspector General.
- Determines the budgetary requirements, priorities and objectives of the OIG.
- Prepares for review and approval by the Board of Directors an annual work plan with input from management that encompasses audit, investigative and cross-functional activities of the OIG.
- Implements approved annual work plan and provides regular updates, at least quarterly in scheduled meetings with the Board of Directors, on the progress and recommendations of such undertakings.
- Meets regularly with the Audits and Investigations Committee, which has oversight responsibility of the OIG activities.
- Works with senior management to identify audit opportunities that lead to improved efficiencies and practices, compliance with federal, state and local laws and regulations and internal financial control assessments.
- Leads and coordinates activities to detect fraud, waste and abuse and makes recommendations for system and operational changes to prevent the reoccurrence of fraud, waste and abuse.
- Receives complaints from any source. On matters other than whistle blower complaints, investigates and proactively initiates actions concerning alleged fraud, waste or abuse of WMATA resources. OIG will notify the General Counsel of any investigation involving a member of the WMATA Executive Leadership Team. Any complaints involving the General Counsel will be referred to the WMATA Board and the General Manager in accordance with the WMATA Board Code of Ethics. Any complaints involving the Inspector General will be referred to the WMATA Board in accordance with the WMATA Board Code of Ethics.
- For known or potential whistle blower complaints, OIG notifies the General Counsel of all complaints upon receipt of the complaint.
 - After consultation with General Counsel, OIG investigates whistle blower complaints in accordance with WMATA Board Whistle Blower Policy.
 - Reports investigation results to the whistle blower panel within 180 days or such other time period established by the WMATA Board Whistle Blower Policy.

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- Informs MTPD Internal Affairs and/or Criminal Investigations Division of complaints involving criminal activities (except matters involving the senior management of MTPD) to coordinate investigation. For matters involving MTPD senior management, OIG leads the investigation after notice to General Counsel.
- Informs Safety Department of complaints involving safety (except matters involving the senior management of the Safety Department) to coordinate investigation. For matters involving senior management in the Safety Department, OIG leads the investigation after notice to General Counsel
- Directs the conduct of investigations, audits, reviews and analyses relating to the programs, operations and contracts of Metro; presents oral and written briefings and reports to the Board of Directors and Management.
- Directs the establishment of policies, goals, priorities, and strategies for comprehensive audits, investigations and reviews of problems in management performance, operational systems, administrative activities, and alleged improper performance by individual employees or Board Members.
- When authorized by the Board of Directors, represents WMATA before industry and related professional groups, public agencies, the private sector, and the general public.
- Operates in a highly confidential manner to ensure effective work results that are mindful of privacy policies and other legal considerations.
- Serves as a resource by staying current on new audit or relevant business processes and procedures.
- The above duties and responsibilities are not intended to limit in any way the right of the Board to assign and oversee the IG's work.

Essential Knowledge and Abilities

Knowledge of:

- Demonstrated ability to manage the audits and investigations program within established budget limitations, including planning and directing each facet of the function.
- Plan, organize and direct the integrated work of a multi-discipline organizational unit in providing WMATA oversight.
- Prepare comprehensive and succinct reports and briefings to clearly outline the problem and proposed alternative solutions.
- Ability to establish and maintain a professional, effective and collaborative working relationship with other offices within WMATA.
- Ability to make timely and effective decisions and implement results through strategic planning, and implementing and evaluating programs and policies
- Proven ability to administer human, financial, material, and information technology resources in a manner to instill public trust and accomplishes WMATA's mission.
- Considerable experience in evaluating complex program operations, developing and implementing improvements and an ability to assess results.

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- Extensive experience in developing new approaches, methods and techniques and standards for the identification and solution of problems in accounting and auditing.
- Thorough familiarity with theories, principles, practices, and program areas related to audits and investigations.
- Extensive knowledge and demonstrated ability to design and implement strategies that foster ethical standards in meeting WMATA's mission and goals.
- Knowledge of WMATA's and federal procurement regulations.
- Experience with administrative principles and methods, including goal setting, program and budget development and implementation.
- Familiarity with transit capital and operating budgets.
- When authorized by the Board of Directors, ability to represent WMATA before elected officials and the public.
- Proven ability to understand, interpret and apply federal, state and local laws, rules, regulations, policies, procedures, contracts, budgets and labor/management agreements.
- Advanced executive oral and written communication skills with an ability to produce written documents suitable for all audiences.

Minimum Qualifications

The Inspector General MUST meet the following requirements:

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Accounting or a directly related field.
- A minimum of fifteen (15) years of progressively responsible executive-level management experience in the field of auditing, accounting or financial management that demonstrates the ability to effectively oversee a comprehensive audit program.
- Registration as a Certified Public Accountant.