



JOB TITLE:	<b>GRANTS MANAGER</b>	DIVISION:	<b>DISTRICT – CAPITAL &amp; GRANTS</b>
REPORTS TO:	<b>DIRECTOR OF BUDGET &amp; FINANCIAL ANALYSIS</b>	EEO CATEGORY:	<b>02-PROFESSIONAL</b>
FLSA:	<b>EXEMPT</b>	SAFETY-SENSITIVE:	<b>NO</b>
CLASSIFICATION:	<b>NON-REPRESENTED</b>	LOCATION:	<b>SAN FRANCISCO</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### Position Summary

This position under the general direction of the Director of Budget and Financial Analysis leads the administration of the capital and grant programs management oversight functions, including capital program planning and scheduling, grant development and reporting, budget development and management, capital project finance and business development opportunities, and policy development for the Bridge, Bus, Ferry and District Divisions’ capital programs. The Grants Manager will lead the planning, programming, organizing and implementing the District’s grant program and grant contract administration activities, legislative monitoring, and analysis and reporting. This position collaborates with all levels of District personnel and outside agencies in order to meet program goals and objectives.

### Essential Responsibilities

- Researches potential grant opportunities and develops grant funding strategies
- Leads the preparation of necessary grant programming and application materials, grant contract documents and grant amendment requests
- Administers grant rules, regulations and requirements
- Recommends and assists in the implementation of goals and objectives; and implements approved policies and procedures
- Coordinates lobbying activities associated with earmark funds
- Develops and maintains the District’s Annual Capital budget including coordinating annual capital budget project solicitation and reviews with Division Managers and staff, and reviews and analyzes project costs, justifications and schedules
- Oversees the tracking of, and internal and external reporting of, capital project budgets and expenditures, including the preparation of status reports
- Lead, coordinates and manages the annual Indirect Cost Allocation Plan and rate
- Assists with the development of the short-range Transit Plan
- Leads and performs highly complex technical tasks of the work unit including capital funding and grants administration studies in support of the capital development and long-term planning process including revenue projections



- Leads external and internal financial or grant-related audits and reviews for the District’s capital, grant, fixed assets, or other related programs
- Prepares and coordinates required annual local, state and federal financial and operating reports such as the Federal National Transit Database report, Transportation Development Act claim, and State Controller’s Report
- Oversees invoicing, reimbursement and related accounting activities for all District and pass-through grant-funded projects
- Represents the District’s interests at federal, state, and local meetings
- Manages the day-to-day office functions of the capital and grants office
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service
- Performs additional related duties as assigned
- Regular and reliable performance and attendance is required

## Required Knowledge, Skills and Abilities

### Knowledge of:

- San Francisco Bay Area grant management and monitoring experience desirable
- Federal, State and regional transportation funding programs, regulations and processes
- Federal and state grant regulations
- Principles and practices relating to budget programs, systems management, and accounting principles and practices

### Ability to:

- Lead, understand, interpret, and apply complex rules, regulations, and legal provisions governing fiscal functions and grant programs
- Interpret and analyze legislative proposals and their potential impact on the District’s capital and operating programs and grant opportunities
- Comprehend engineering plans, cost estimates, analyses, and reports
- Use strong analytical, oral, and writing skills
- Identify and research issues and develop sound strategies and options for implementing solutions
- Establish and maintain cooperative professional work relationships with District and outside agency staff
- Use personal computer spreadsheet and word processing software to develop spreadsheets, graphs, and reports
- Use District’s financial system
- Organize, prioritize and manage multiple work tasks while meeting critical deadlines
- Follow the safety and health rules and safe working practices applicable to the job



## Minimum Qualifications

### Education and/or Experience:

#### A combination of college level training and position-related experience equivalent to:

- Bachelor's degree in Public Administration, Business Administration, Planning, Finance, Accounting or related field. Additional qualifying experience may be substituted for the required degree on a year-for-year basis. A written statement detailing additional qualifying experience must be submitted at the time of application.
- A minimum of at five (5) years recent, full-time experience in capital, transportation planning or grants administration work. A Master's degree in a related field may be substituted for one year of the required experience.
- Experience in San Francisco Bay Area grant management and monitoring experience desirable.

### Physical Requirements:

Mobility to work in a typical office setting. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.