



JOB TITLE:	PRINCIPAL, CAPITAL & GRANT PROGRAMS ANALYST	DIVISION:	DISTRICT – CAPITAL & GRANTS
REPORTS TO:	DIRECTOR OF CAPITAL AND GRANT PROGRAMS	EEO CATEGORY:	02-PROFESSIONAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN FRANCISCO

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 assists the Director of Capital and Grant Programs in administering 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 Principal Capital and Grant Programs Analyst will have a role and assist in 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
- Prepares 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; 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
- Coordinates and manages the annual Indirect Cost Allocation Plan and rate
- Assists with the development of the Short Range Transit Plan
- Performs technical and complex tasks of the work unit including capital planning and grants administration studies in support of the capital development and long term planning process including revenue projections



- Develops and maintains the ten-year capital and fixed asset replacement plan including: coordinating development of project-level descriptions, budgets, cash flow, implementation schedules, and program-level descriptions, priorities, financial analyses, and reports, as required
- Develops the District's capital element of MTC's 25-Year Regional Transportation Plan and Federal asset replacement plans, as required, including development and input of required project and fixed asset replacement information into MTC's Regional Transit Capital Inventory database and other report formats
- Leads external and internal financial or grant-related audits and reviews for the District's capital, grant, fixed asset, 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
- May represent the District's interests at federal, state, and local meetings
- May assist the Capital & Grant Programs Director with managing the day-to-day office functions
- 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

Working knowledge of:

- San Francisco Bay Area grant management and monitoring experience desirable
- Principles and practices relating to budget programs, systems management, and accounting principles and practices

Ability to:

- 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 IFAS 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 with major course work in Public Administration, Business Administration, Planning, Finance, Accounting or related field. (Additional qualifying experience on a year per year basis may be substituted in lieu of degree.)
- Five years **recent, full-time** position related experience in capital or transportation planning or grants administration work. (A Master's degree in a related field may be substituted for one year of the required experience.)
- 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.