



POSITION: CAPITAL & GRANTS PROGRAM ANALYST (PS101612)

This position has a Professional Development Program which allows consideration and appointment of eligible candidates at the appropriate position level. The unit has the following position levels: 1) Associate or 2) Analyst.

To assess the level that you will best qualify for, please respond to the attached Supplemental Questionnaire .

LOCATION: San Francisco, CA - Administration Building, Golden Gate Bridge Toll Plaza

SALARY: *\$73,367.84 - \$126,692.80 annually plus benefits

Employee pays 7% of salary/wage toward CalPERS retirement plan

****Salary placement is dependent on the position level of candidate's qualifications.***

OPEN TO: All Qualified Applicants

CLOSING DATE: Open until Filled (1st Review Date of Applications – March 7, 2022)

OPENINGS: One (1) and to Create an Eligibility List

POSITION SUMMARY:

Under general direction of the Director of Capital and Grant Programs, performs a variety of complex financial, analytical and administrative functions to support development, implementation, and management of the District's capital and grant programs. Department work activities include: long-range capital program and fixed asset planning; annual capital budget development, accounting, monitoring, analysis, and reporting; grant program development, implementation, accounting and administration; and, related legislative monitoring, analysis and reporting. This position collaborates with District and outside agency staffs in order to meet program goals and objectives.

MINIMUM QUALIFICATIONS:

Education and/or Work Experience

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

- Bachelor's degree in Public Administration, Business Administration, Finance, Accounting or related field. Additional qualifying experience on a year per year basis may be substituted in lieu of degree.
- Minimum of one year of recent (must be within the last three years), progressive and verifiable professional experience in financial or management analysis or equivalent experience including capital budget, capital program planning or grants administration.
- Must possess intermediate level of skill using computers and application software, specifically all Microsoft Office application (Excel, PowerPoint, Access and Word).

***** Please refer and respond to the supplemental questionnaire to determine your eligibility for the Associate or Analyst level position.**

ESSENTIAL RESPONSIBILITIES:

Responsible for assisting in activities related to capital and grant program development and administration. The responsibilities are focused primarily on grant and capital programming, monitoring, administration, audits, financial analysis, and specifically include, but are not limited to, the following:

- Develop the District's Annual Capital budget in Excel using pivot tables, macros and advanced Excel formulas (Lookup, Sumif, etc.), including coordinating annual capital budget project solicitation & review with Division Managers & staff, and review and analyze project costs, justifications & schedules
- Manage ongoing tracking and internal/external reporting of capital project budgets and expenditures, including preparing monthly capital expenditure reports for the Board of Directors through District's financial management system
- Maintain the District's 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
- Assist in planning, programming, organizing and implementing the District's grant program activities including: researching potential grant opportunities, developing grant funding strategies and identifying projects for specific grant programs; completing necessary grant programming and application materials; preparing grant related reports for the Board of Directors; tracking the drawdown of funds by grant program and project; and coordinating lobbying activities associated with earmark funds
- Assist in grant contract administration activities including: developing grant contract documents; administering grant rules, regulations and requirements; developing grant amendment requests; tracking project activities, and preparing project status reports for granting agencies, District management, and the Board of Directors
- Assist in the development of the District's capital element of Metropolitan Transportation Commission (MTC) Regional Transportation Plan (RTP), Regional Transit Capital Inventory (RTCI), Program of Projects (POP), Transportation Improvement Program (TIP) and Transit Asset Management (TAM), including development and input of project and fixed asset replacement information
- Assist with internal and external financial or grant-related audits and reviews of the District's capital, grant, fixed asset, or other related programs and facilitate the Federal Transit Administration (FTA) Triennial Review
- Assist in writing and reviewing staff reports for the Board of Directors that may impact the capital budget and/or the District's grant funds
- Work with project managers, department heads, accounting and finance staff to resolve any grant, project, or budget discrepancies or issues
- Evaluate and develop standardized procedures for internal capital and grants related functions to streamline work processes and maximize office efficiency and productivity
- May represent the District's interests at federal, state, and local meetings
- 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:

- Applicable state, federal local laws, rules and regulations governing capital and grants programs, practices, and terminology

Ability to:

- Work collaboratively in a team atmosphere as well as perform tasks independently
- Establish and maintain cooperative professional work relationships with District and outside agency staff
- Communicate effectively both orally and in writing
- Organize, prioritize and manage multiple work tasks while meeting critical deadlines
- Demonstrate being detail-oriented as well ability to understand the “big picture”
- Learn new concepts in an ever-changing environment
- Carry out short- and long-range assignments and see them through to completion
- 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
- Write in a clear, concise and persuasive manner
- Learn principles and practices relating to budget programs and systems management
- Identify & research issues & develop sound strategies and options for implementing solutions
- Use personal computer spreadsheet and word processing software to develop spreadsheets, graphs, and reports – intermediate/advanced Excel
- Follow the safety and health rules and safe working practices applicable to the job

PHYSICAL REQUIREMENT:

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.

APPLICATION PROCEDURE:

FAILURE TO MEET ANY OF THE REQUIREMENTS STATED BELOW MAY RESULT IN REJECTION OF YOUR APPLICATION

TO APPLY: www.goldengate.org/jobs

Applicants must apply online by the deadline date. Applications received after the deadline will not be considered.

The District's Human Resources Kiosk is available for filling out and submitting your online application and employment documents. The HR kiosk is located at the San Rafael Office. For directions and general information, visit our website www.goldengate.org.

All notices related to District recruitments for which you apply will be sent via email. Please ensure the email address you provide on your application is correct, and add '@goldengate.org' as an accepted address to any email blocking or spam filtering program you may use to ensure receipt of notification from the District regarding your recruitment application. The District is not responsible for notices that are not read, received, or accessed by any applicant for any District recruitment.

THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:

1. GGBHTD Online Employment Application
2. Resume (Scan and attach as PDF to your online application)
3. Applicants who do not possess a degree; attach a statement supporting additional, recent qualifying position related experience
4. Supplemental Questionnaire (Scan and attach as PDF to your online application)

THE SELECTION PROCESS FOR THIS POSITION may include: **

- Assessment of education, training and experience
- Skills Assessment
- Oral Panel Interview
- Department Interview for Final Candidates
- Background, Employment and Security Investigation

****The District will only invite those candidates whose qualifications MOST CLOSELY MATCH the position requirements to continue in the selection process.**

AN EQUAL OPPORTUNITY EMPLOYER

The Golden Gate Bridge, Highway and Transportation District provides equal employment opportunity for all qualified persons based on merit and other job-related factors without regard to race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical and mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions) gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves, domestic violence victim status, political affiliation and any other status protected by state or federal law.

Applicants with Disabilities: The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job-related examination process. Please contact Human Resources at (415) 257-4535 to request assistance with an Employment Application. To request a job-related examination process accommodation, please submit your request to Human Resources with sufficient time to allow the District to consider the reasonableness of the request.

2/9/2022 LG

Human Resources Department
GGBHTD
1011 Andersen Drive
San Rafael, CA 94901-5318