

**SACRAMENTO REGIONAL TRANSIT DISTRICT
invites applications for the position of:**



**Director, Grants and Capital
Programming**

SALARY: \$124,944.00 - \$174,876.00 Annually

DEPARTMENT: Office of Management & Budget

**OPENING
DATE:** 01/24/23

**RECRUITMENT
TYPE:** Internal/External

DESCRIPTION:

THIS POSITION WILL REMAIN OPEN UNTIL FILLED. APPLICATIONS ARE REVIEWED AS RECEIVED, AND INTERVIEWS WILL BE SCHEDULED FOR MOST QUALIFIED CANDIDATES, AS APPLICATIONS ARE REVIEWED.

The purpose of this position is to direct, plan, organize, and oversee the Grants and Capital Program Departments. Ensure timely administration and management of all federal, state, and local grants; coordinate a fiscal role in the Capital Improvement Plan (CIP) and participate on committees; provide timely tracking, analysis, application and funding strategy, and reporting of grant funding opportunities, and coordinate the application process with appropriate district-wide staff. This position is responsible for the creation of the Capital Budget and periodic updates of the 5-Year Capital Improvement Plan, coordinates project funding efforts with intergovernmental agencies at the Federal, State, and Local levels and ensures compliance with all funding requirements. This position is also responsible for project controls and ensuring proper budget management of capital projects, and developing and administering the District's CIP, Capital Budget, Transit Asset Management (TAM) Plan, and Project Controls.

This job is accomplished by directing and managing staff to carry out grant applications, grant reporting, grant compliance monitoring, appropriate internal record keeping, maintaining the capital budget, CIP, and the TAM Plan. Additional tasks include, managing staff to ensure projects are properly budgeted and scoped for feasibility, ensuring proper communication with Project Managers occurs, and project budgets are reasonable and up to date with the latest information.

Other duties include ensuring improvement of department and District practices, incorporating best industry practices and performances metrics, and serving on various committees.

EXAMPLES OF DUTIES:

- Directs and oversees the Grants and Capital Program Departments.
- Provides direction and oversight for the District's grants management staff by interacting with external agencies responsible for allocating grants and monies to the District, monitoring grant

funding opportunities and application deadlines, ensuring reporting to funding agencies is completed on time, and recommending the reprogramming of grant funding.

- Manage, plan, coordinate, and evaluate the writing of grant applications, and obtaining and administering grants and specially funded projects.
- Conduct needs-assessment studies and develop short and long-range strategies for funding the District's capital and operational funding needs.
- Evaluate the feasibility of obtaining funding for proposed projects, write grant applications, and ensure District compliance with federal, state, and local regulations, and funding source requirements.
- Develop and present written and oral reports, and analyses on a wide variety of complex issues involved in regional transportation funding including financial, legislative, and other related issues.
- Manage complex statistical and data analysis projects, oversee the maintenance of records systems and databases for grant administration systems, and administer complex programs and assigned projects.
- Prepare the District's grant funded capital budgets and assist in the development of the District's operations budget.
- Coordinate periodic funding agency audits and prepare District responses to findings.
- Provide recommendations to promote financial and grant compliance.
- Participate in the implementation of department and inter-departmental systems, programs, or processes.
- Maintain contacts with peers from federal, state, and regional agencies, and from other transit agencies, and staff of elected local, state, and federal officials.
- Negotiate and resolve complex and difficult funding proposals and policy problems with federal, state, and regional transportation funding agencies.
- Research and keep abreast of all applicable laws and regulations affecting SacRT's grants applications.
- Manage and coordinate project funding efforts with intergovernmental agencies at the Federal, State, and Local levels.
- Oversees periodic updates of the 5-Year CIP.
- Ensure board approval requirements are met by attending and participating in coordination.
- Meetings with other departments to discuss grant funding opportunities and preparing staff reports as necessary for Board approval of project funding through external agencies.
- Provides budgetary and financial overview by developing the goal and objectives for the annual capital budget, reviewing project performance, forecasting equipment requirements in conjunction with the TAM Plan. Organize and prepare required management reports for capital projects and grants.
- Ensures SacRT project management policies and procedures are followed.
- Leads the Capital Programming Committee and provides information to project managers and committee members.
- Gathers project information from project managers to include in the CIP.

- Interprets and communicates capital project requirements and participates with project managers with developing project budgets and timelines, including cost control policies, procedures, and process improvements.
- Forecasts, plans, and coordinates departmental staffing and needs, coordinating required staff trainings, enhancing relationships with internal and external customers.
- Provides supervisory responsibilities by monitoring department workload for efficiency, conducting annual review of staff performance, addressing staff questions and concerns, developing individual goals and objectives for staff members, and interviewing and hiring staff as necessary.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.

Education: Bachelor's degree or equivalent in Accounting, Finance, Business Administration, Public Administration or a closely related field.

Experience: A minimum of seven (7) years of experience in grant management, grant writing, accounting, finance and/ or capital project plan management, cost analysis, capital accounting, grants accounting and/or project controls, , including three (3) years of supervisory experience.

Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

FILING INSTRUCTIONS/SUPPLEMENTAL INFORMATION:

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application and proof of education is required for this position. Applications, job announcements, and copies of the complete job description are available at our website at www.sacrt.com.

A completed employment application and proof of education, as outlined above, must be submitted online. This position will remain open until filled. Applications are reviewed as received, and interviews will be scheduled for most qualified candidates. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application. For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.

SacRT is an Equal Opportunity EOE Employer - Minorities/Women/Disabled/Veterans.

This position falls under Management and Confidential Employee Group (MCEG).

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.sacrt.com/Career/>

Position #2023-00784IE

DIRECTOR, GRANTS AND CAPITAL PROGRAMMING

CW

2810 O Street
Sacramento, CA 95816
(916) 556-0298

Director, Grants and Capital Programming Supplemental Questionnaire

- * 1. Please describe your specific experience with capital programming, grant funding strategy development, and/or grants planning, analysis, reporting, and compliance. Include the employer(s) and number of years/months you performed the duties.

- * 2. Please describe your experience leading a grants department that includes managers and staff analysts, as well as interacting with executive level managers regarding funding opportunities and project controls. Include the employer(s) and number of years/months you performed the duties.

- * 3. Describe your experience performing the reconciliation of complex financial reports. In your description, include the position in which you performed these responsibilities and your specific responsibilities in this area. Include the employer(s) and number of years/months you performed the duties.

- * Required Question