



## Golden Gate Bridge, Highway and Transportation District Principal Capital & Grant Programs Analyst

<b>SALARY</b>	\$70.84 - \$110.00 Hourly \$147,347.20 - \$228,800.00 Annually	<b>LOCATION</b>	San Francisco, CA
<b>JOB TYPE</b>	Regular, Full-Time	<b>JOB NUMBER</b>	PS101853
<b>DIVISION</b>	Bridge Division	<b>OPENING DATE</b>	08/19/2024
<b>CLOSING DATE</b>	Continuous	<b>OPENING(S)</b>	1
<b>SELECTION PROCESS</b>	THE SELECTION PROCESS FOR THIS POSITION may include: Skills Test; Oral Panel Interview; Department interview for final candidates; Background, Employment and Security Investigation. The District will invite ONLY those candidates whose qualifications MOST CLOSELY MATCH the position requirements to continue in the selection process. The District is a drug-free workplace.		

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### 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.

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

1. **GGBHTD Employment Application**
2. **Resume (Attach as PDF to your online application)**
3. **Supplemental Questionnaire**

### 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

## **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.

## **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

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**Agency**

Golden Gate Bridge, Highway and Transportation District

**Address**

Administration Building, 1101 Andersen Drive

San Rafael, California, 94901

**Phone**

415.257.4525

415.257.4535

**Website**

<https://www.goldengate.org/district/careers/>

## Principal Capital & Grant Programs Analyst Supplemental Questionnaire

### QUESTION 1

How long have you been working in the areas of financial analysis, budget development, and/or grants administration (experience must be within the last three years)?

### QUESTION 2

Describe your experience with the computer software programs listed below. Indicate your proficiency level (e.g., basic, intermediate, or advanced) and provide specific or detailed examples of projects or documents you used the program for at work. • Accounting or Proprietary Systems • MS Word • MS Excel • MS Teams

### QUESTION 3

Describe your position-related experience in grants administration, budget development, budget analysis, financial analysis, capital program analysis, capital planning, coordinating special projects, and/or relevant legislative policy analysis; and the length of time you worked in each of these areas.

\* Required Question