Sacramento Regional Transit District

Manager, Capital & Project Control

SALARY	$113,352.00 - $158,640.00 Annually	**LOCATION**	1102 Q Street, Sacramento, CA
JOB TYPE	Full Time	**JOB NUMBER**	2027-00141IE
DEPARTMENT	Grants and Capital Programming	**DIVISION**	Planning, Grants & Procurement
OPENING DATE	11/10/2026	**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 manage, oversee, develop and administer the District's Capital Improvement Plan (CIP), Capital Budget, and Project Controls. This position also identifies funding sources to support existing and planned District activities, as well as develops proposals, writes project descriptions, compiles information required by third party entities and submits grant applications for capital projects; coordinates with intergovernmental agencies with State, regional, and county transportation and funding plans and programs; develops, monitors, and reports on the life of major capital projects, including schedule and budget preparation, financial administration, and program management activities to ensure effective coordination with all the District functional units for successful execution. This position works closely with many District departments as well as numerous outside agencies.

Examples of Duties

- Develops, administers, and monitors the District's Capital Improvement Program (CIP), capital budget, and project controls processes.
- Identifies funding opportunities, prepares grant applications, manages awards, and ensures compliance with funding requirements.
- Manages and monitors capital project budgets, schedules, expenditures, funding sources, risks, and performance metrics.
- Develops revenue forecasts, budget projections, and financial analyses to support capital planning and organizational decision-making.
- Establishes and maintains project controls standards, reporting processes, and documentation requirements for capital projects.
- Manages capital project databases and reporting systems to ensure accurate and timely program information.
- Coordinates the development and administration of transportation funding programs, including regional, state, and federal transportation improvement programs.
- Collaborates with project managers, consultants, funding agencies, and other stakeholders to support project planning, delivery, and funding compliance.

- Reviews contracts, project budgets, schedules, and funding plans to ensure alignment with program requirements and project objectives.
- Prepares and presents reports, analyses, and recommendations related to capital programs, grants, budgets, and transportation funding initiatives.
- Represents the District in regional transportation planning and funding activities and advocates for District capital project priorities.
- Supports the development and implementation of the Transportation Asset Management Plan (TAMP).
- Provides oversight, guidance, and technical support related to capital funding, project controls, and program management activities.
- Performs other 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.

Formal Education: Bachelor's degree

Experience: Minimum of five (5) years' experience in grants writing, capital project plan management, cost analysis, capital accounting, grants accounting and/or project controls, including two (2) years of supervisory experience.

Certification & Other Requirements: None.

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 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.

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

Employer
Sacramento Regional Transit District

Address
1400 29th Street

Sacramento, California, 95816

Phone
9165560298

Website
http://www.sacrt.com/

Manager, Capital & Project Control Supplemental Questionnaire

*QUESTION 1

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. In your response, include the employer and number of years/months you performed the function.

*QUESTION 2

2. Describe in detail, your experience in capital improvement plan development and management, capital accounting, and capital project budgeting that are relevant to the responsibilities of this position. In your response, include the employer and number of years/months you performed the function.

*QUESTION 3

3. Please detail your experience in overseeing the overall status of capital projects and the health of the Capital Improvements Plan (CIP) including conducting program risk assessments and analyses, managing cost controls and accurate cost modeling, preparing detailed cost estimates, defining project scopes, mitigating risks, managing contingencies, and standardizing reports to highlight key performance indicators (KPIs). In your response, include the employer and number of years/months you performed the function.

*QUESTION 4

4. Describe your supervisory experience including the number of employees you supervised, their job titles, level of each position and details on the oversight you provided. In your response, include the employer and number of years/months you performed the function.

* Required Question