



JOB TITLE:	DIRECTOR OF CAPITAL AND GRANT PROGRAMS	DIVISION:	DISTRICT – CAPITAL & GRANTS
REPORTS TO:	AUDITOR-CONTROLLER	EEO CATEGORY:	01 – EXEC
FLSA:	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

Under general direction of the Auditor-Controller and General Manager, this position is responsible for directing and managing the development of the District’s grant acquisition and management, capital budgeting program, and managing department staff. This position coordinates grant and capital activities with outside federal, state, regional and local agency staff. Department work activities include: pursuing all federal, state, regional and local grant funding opportunities for the Bridge, Ferry, Bus and District Division projects and programs, grant program development, implementation and administration; and, related legislative and regulatory interpretation, monitoring, analysis and reporting; long-range capital program planning and finance; annual capital budget development, monitoring, analysis and reporting. The Director is responsible for working with District management and senior staff to develop capital and grant programs and projects and to coordinate the implementation of grant program activities.

Essential Responsibilities

Position is responsible for directing and managing all activities related to capital and grant program development and administration. In addition, as a senior manager in the organization, the position may be called upon to perform other duties from time to time. Major work in these areas includes, but is not limited to, the following:

- **GRANT PROGRAM**
 - Provides direction and guidance for planning, coordination and development of the District’s grant program including researching potential grant opportunities
 - Represents the District on the Bay Area partnership Finance Committee and associated subcommittees, and attends necessary Congestion Management Agency, MTC and other agency board meetings
 - Develops grant funding strategies and specific program-driven projects
 - Conducts grant program implementation activities such as developing grant programming and application materials, determining project eligibility, determining local match sources and availability; prepares and coordinates grant request presentations; prepares and presents Board memoranda related to grant items; and, assists with lobbying activities associated with earmark funds
 - Administers grant contracts including developing grant contract documents; reviews, interprets and administers grant rules, regulations and requirements



- Directs and oversees the development of grant amendment requests, project monitoring activities and, project status reports for granting agencies, District management and the Board of Directors
 - Assists with the supervision of capital project accounting and invoicing for reimbursement; depreciation program, fixed asset database and fixed asset inventories
 - Coordinates and supports the FTA Triennial Review, TDA Performance Audit, and other granting agency audits; may assist with the coordination and preparation of related Federal, State, Regional and Local financial and operating reports
 - Conducts legislative support activities, as required, such as tracking, analyzing and reporting on State and Federal legislative proposals affecting transportation finance; representing the District on the Partnership Legislative Committee and other forums for legislative proposal discussion and development
- **CAPITAL PROGRAM**
 - Directs the development of the ten-year capital financial plan including project-level descriptions, budgets, cash flow, implementation schedules, program-level descriptions, priorities, financial analyses and reports as required
 - Develops and prioritizes the District's capital element of MTC's Regional Transportation Plan, including development and input of required project and fixed asset replacement information
 - Develops and manages financial plans and strategies for funding the District's long-range capital program projects
 - Directs the development of the District's annual capital budget including coordinating annual capital budget project solicitation and review and analysis of project costs, justifications and schedules and reporting
 - Oversees the development of capital program documents, reports and recommendations for approval by the Board of Directors
 - Manages tracking and reporting for capital projects, including program progress, and financial status
 - Regular and reliable attendance and performance is required

Required Knowledge, Skills and Abilities

Working knowledge of:

- Principles and practices relating to budget programs and systems management

Ability to:

- Work collaboratively in a team atmosphere as well as perform tasks independently
- Understand, interpret, and apply complex rules, regulations and legal provisions governing fiscal functions and grant programs
- Strategically revise grants to support the District's changing priorities
- Interpret and analyze legislative proposals and their potential impact on the District's capital and operating programs and grant opportunities
- Present complex data and information in layman's terms
- Comprehend engineering plans, cost estimates, analyses and reports
- Communicate effectively both orally and in writing



- Write in a clear, concise and persuasive manner
- Use personal computers and skill in using applicable software
- Identify and research issues and develop sound strategies and options for implementing solutions
- Ability to 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
- Organize, prioritize and manage multiple work tasks while meeting critical deadlines

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 or related field. Additional qualifying experience on a year per year basis may be substituted in lieu of degree
- A minimum of five years' position related professional experience in capital program planning, grants administration or professional administrative work including financial analysis
- A Master's degree in a related field may be substituted for one year of the required experience
- Supervisory experience is highly desirable

Required License: Must possess and maintain a current, valid California driver's license and satisfactory driving record.

Physical Requirement: Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.