

# JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.samtrans.com/about-samtrans/jobs>

Employment Hotline 650-508-6308

September 19, 2022

**TITLE:** Principal Grants Analyst  
**EMPLOYMENT TYPE:** Exempt (Full Time)  
**DIVISION:** Planning, Grants & Transportation Authority  
**PAY RANGE:** \$ 2,117.09 - \$ 3,175.65 weekly (\$110,089 - \$165,134 estimated annual)  
**APPLICATION DEADLINE:** **Friday, October 7, 2022**  
**WORK LOCATION:** San Carlos

**GENERAL DESCRIPTION:** The Principal Grants Analyst will report to the Director, Grants and Fund Management and will provide dedicated support to the Peninsula Corridor Joint Powers Board (Caltrain) related to the development of short and long-range grant strategies and fund programming. The Principal Grants Analyst will lead the development and maintenance of a robust grant funding program to support Caltrain operating and capital programs and projects; participate in various settings concerning funding for public transportation, including but not limited to local and regional fund programming forums; and provide expert advice on funding and grant matters specific to Caltrain.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Research and develop funding strategies for Caltrain capital and operational needs.
- Serve as Caltrain's liaison with internal agency divisions and external funding partners regarding fund programming, application proposals, project monitoring and other grant related issues.
- Prepare and write grant proposals/applications.
- Complete timely reporting to federal, state, and regional grant funding agencies.
- Ensure compliance with administrative requirements for federal, state, regional, and local grants and respond to any inquiries or compliance audits from federal, state, regional, and local funding agencies.
- Supervise staff. Hire, mentor, and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

## **EXAMPLES OF DUTIES:**

- Advocate for Caltrain in various transportation fund programming processes, including development of necessary agreements pertaining to the acquisition of funding.
- Provide analytical research on new funding opportunities and funding issues in support of Caltrain's capital and operating needs.
- Write, review and submit grant applications.
- Monitor grant expenditures and project status to ensure proper administration of funds and provide requisite reports to granting agencies.
- Establish and maintain working relationships with funding partners and internal staff.
- Develop and present written and oral reports in relation to the programming and receipt of grant funds.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of one-the-job and other professional development opportunities.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

**SUPERVISION:** Works under the general supervision of the Director, Grants and Fund Management who directs work, establishes goals and objectives, and evaluates performance.

**MINIMUM QUALIFICATIONS:** Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in Public or Business Administration, Transportation/Urban Planning, Public Policy, Economics or a closely related field.
- Four (4) years of experience in providing professional-level planning, administrative, analytical and/or budgetary experience. A graduate degree may be accepted in-lieu of one (1) year of required experience.
- Two (2) years' experience supervising staff or lead experience.

**PREFERRED QUALIFICATIONS:**

- Knowledge of funding programs and experience in transportation/transit capital planning, budgeting and fund programming is preferred.
- Effective oral and written communication skills.
- Must be proficient in Microsoft Office Suite.
- Experience with Enterprise Resource Planning software is preferred.

**SELECTION PROCESS MAY INCLUDE:** The selection process may consist of an evaluation of the applicant's qualifications, panel interview, and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

**BENEFITS:**

For additional information on SamTrans benefits, please visit, <https://www.samtrans.com/about-samtrans/jobs>

Holidays : Seven paid holidays, plus up to four floating holidays per year

Paid Time Off : Up to 26 days (PTO) per year

Cafeteria Plans : Medical, dental, vision care, group life insurance and more

Transportation : Free Bus Transportation for employees and qualified dependents

Pension : Social Security and California Public Employees Retirement Systems (CalPERS)

- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

**HOW TO APPLY:**

- To apply, please visit the [www.samtrans.com/about-samtrans/jobs](http://www.samtrans.com/about-samtrans/jobs). Complete an online employment application by 11:59 pm on Friday, October 7, 2022. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to [hr@samtrans.com](mailto:hr@samtrans.com).
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.