

December 2, 2022

TITLE: Director, Grants and Fund Management
EMPLOYMENT TYPE: Exempt (Full Time Position)
DIVISION: Grants & Fund Management
APPLICATION DEADLINE: Sunday, January 8, 2023 (2nd deadline)
PAY RANGE: \$3,171.28 – \$4,756.94 per week (\$164,907 – \$247,361 Estimated Annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Director, Grants and Fund Management will be responsible for overall development and management of a robust grants portfolio to support the delivery of multi-modal programs and projects for the Peninsula Corridor Joint Powers Board (Caltrain), the San Mateo County Transit District (SamTrans) and the San Mateo County Transportation Authority (TA).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Direct the operation of the grants program, including obtaining, managing, and reporting on all Federal, State, regional, private, and local grants secured for rail, bus, and TA multi-modal projects in conformance with the requirements set forth by the granting agencies.
- Oversee the development of long and short-range funding strategies for the agencies' capital and operational funding needs.
- Under the shared services model with Caltrain, coordinate with the Caltrain Director of Grants and Fund Management to set policy direction and responsibilities related to shared grants department services provided to Caltrain.
- Ensure the agencies' compliance with federal, state, and local regulations associated with all levels of funding source requirements.
- Direct the development of written and oral reports on issues involving Federal, State, and regional transportation funding.
- 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.

EXAMPLE OF DUTIES:

- Direct and oversee all Federal, State, and regional transportation fund programming processes and advocate for policies and programs that benefit the SamTrans and the TA grants portfolio.
- In coordination with the Caltrain Director of Grants and Fund management, direct the participation in Federal, State, and regional transportation fund programming processes and advocate for policies and programs that benefit the Caltrain grants portfolio.
- Oversee the coordination of monitoring and reporting activities across a wide ranging set of divisions and departments within the organization to carry out the grants portfolio and to ensure cross-departmental communication and collaboration.
- Work with appropriate departments, including the Caltrain Director of Grants and Fund Management to identify the most appropriate funding sources and lead the grant application process to help fund the agencies' capital and operating programs and projects.
- Oversee and direct the process and responses to the Federal Transit Administration's Triennial Reviews.
- Oversee the operation of the Grants unit, including the writing of effective and competitive grant applications, and obtaining and administering grants for rail, bus, and TA multi-modal projects.

- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- Perform all job duties and responsibilities in a safe manner to protect yourself, your fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the supervision of the Chief Financial Officer who 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:

- A Bachelor’s degree in transportation planning, urban planning, public policy, public administration, economics, or related field.
- Seven years full-time progressively responsible experience in transportation or urban planning, economics and finance, public policy, public administration, or related field.
- Three years full-time management experience supervising technical and professional staff.

PREFERRED QUALIFICATIONS

- Experience with the various programs providing funds and grants to public transportation programs and projects.

SELECTION PROCESS:

The process may include a written and skills test assessments or supplemental questions and a panel interview. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS:

For further Benefits details please go to: <https://www.samtrans.com/about-samtrans/jobs>

- Holidays: Seven (7) paid holidays, plus up to five (5) floating holidays per year
- Time Off: Up to 26 days per year
- Cafeteria Plan: Medical, dental, vision care, group life insurance, and more
- Transportation: Free bus transportation for employees and qualified dependents
- Retirement: 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 <https://www.samtrans.com/about-samtrans/jobs>. Complete an online employment application and supplemental questionnaire by 11:59 pm on Sunday, January 8, 2023. A resume will not be accepted in lieu of the application. Incomplete application will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment 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.
- 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.