

JOB OPENING ANNOUNCEMENT

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

Employment Hotline 650-508-6308

January 20, 2023

TITLE: Administrative Analyst III – Grants & Fund Programming
EMPLOYMENT TYPE: Exempt (Full Time)
DIVISION: Grants and Fund Programming
PAY RANGE: \$1,913.67 - \$2,870.51 weekly (\$99,511 - \$149,267 estimated annual)
APPLICATION DEADLINE: **Sunday, February 19, 2023**
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Administrative Analyst III – Grants & Fund Programming will report to the Manager, Grants and Fund Programming. This position performs a wide variety of professional analytical and administrative duties in support of funding and grant programs for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (PCJPB) and Transportation Authority (TA). This position will perform professional level analytical activities in the areas of fund programming, grant development, grant management, and project reporting.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Provide analysis of agency budgetary and financial information to determine short-term and long-term grant and funding needs.
- Analyze and recommend appropriate courses of action regarding grant programs, applicable regulations and other requirements specified by grantors.
- Prepare reporting to federal, state, and regional grant funding agencies, and respond to any inquiries or compliance audits from these agencies.
- Assist with the identification of potential funding and grant resources.

EXAMPLES OF DUTIES:

- Prepare federal, state, and regional grant applications and monitor status.
- Monitor grant expenditures to ensure compliance with relevant regulations.
- Prepare staff reports related to grant funding.
- Coordinate with other staff within the District, federal, state, and regional funding agencies, and consultants as needed related to the delivery of grant funded projects.
- Provide analytical research on new funding opportunities and funding issues.
- Coordinate grant administration activities including allocation requests and processing of funding agreements.
- 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 Manager, Grants and Fund Programming 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:

- Bachelor's degree in Business Administration, Planning, Public Policy, Economics or other related field. A graduate degree may be accepted in-lieu of one year of required experience and internship experience may also be considered toward the required level of experience.
- Three (3) years of progressively responsible administrative, analytical, and/or budgetary professional experience.

PREFERRED QUALIFICATIONS:

- Knowledge of federal, state, and regional funding programs and experience in capital budgeting and fund programming is preferred.
- Public sector experience.
- Proficiency with Microsoft Office Suite and Enterprise Resource Planning (ERP) applications such as PeopleSoft.
- Strong written, verbal, organizational and interpersonal skills.

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/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/jobs. Complete an online employment application by 11:59 pm on **Sunday, February 19, 2023**. 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 recruitment@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.