

# JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

**August 25, 2023**

**TITLE:** Principal Grants Analyst  
**EMPLOYMENT TYPE:** Exempt (Full-Time)  
**DIVISION:** Grants and Fund Programming  
**APPLICATION DEADLINE:** **Sunday, October 1, 2023 (1<sup>st</sup> cutoff Sunday, September 17, 2023)**  
**PAY RANGE:** **\$2,112 – \$3,175 weekly (\$110,089 – \$165,134 estimated annual)**  
**WORK LOCATION:** San Carlos, CA

## **JOB SUMMARY:**

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 grant strategies for short and long-range projects and fund programming. Under general direction, the Principal Grants Analyst provides professional research, grant writing, as well as financial and strategic analyses, to develop funding for projects and plans. This position leads the development and maintenance of a robust grant funding program to support Caltrain operating and capital programs and projects; participates in various settings concerning funding for public transportation, including but not limited to local and regional fund programming forums.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Researches, analyzes, and develops sources of funding to meet District capital and operating needs and prepares succinct and in-depth analysis and reports on funding sources.
- Manages, reviews, writes, and presents capital planning and grant reports.
- Serves as Caltrain's liaison with internal agency divisions and external funding partners regarding fund programming, application proposals, project monitoring and other grant-related issues.
- Prepares and writes grant proposals/applications.
- Performs project management functions and activities related to grant management and is responsible for the full lifecycle of grants including monitoring scope, timeline, budget, and quality standards from a grant-funded project's inception to completion.
- Provides direction, and manages the capital planning process, including the oversight and preparation of capital planning documentation for specific funding programs.
- Ensures compliance and complete timely reporting or other administrative requirements for federal, state, regional, and local grants including responding to inquiries or compliance audits from federal, state, regional, and local funding agencies.

## **EXAMPLES OF DUTIES:**

- Prepares complex capital and operational grant applications.
- Provides analytical research on new funding opportunities and funding issues to support the District's capital and operating needs.
- Monitors financial status of assigned projects and programs, including maintaining funding records and funding plans, collecting, and updating project information, and identifying funding sources and grant opportunities or requesting extensions of secured grants.
- Advocates for Caltrain in various transportation fund programming processes, including development of necessary agreements pertaining to the acquisition of funding.

- Establishes and maintains working relationships with funding partners and internal staff.
- Develops and presents written and oral reports in relation to the programming and receipt of grant funds.
- Performs all job duties and responsibilities in a safe manner to protect oneself, fellow employees, and the public from injury or harm. Promotes safety awareness and follows safety procedures to reduce or eliminate accidents.
- Performs other duties as assigned.

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

**MINIMUM QUALIFICATIONS:**

Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in Transportation/Urban Planning, Business Administration, , Public Policy, Economics and/or other related field.
- Four (4) years of full-time progressively responsible planning or project management experience providing professional level grant management, including analytical and budgetary support for projects .
- A graduate degree in a relevant field may be accepted in-lieu of one (1) year of required experience.

**PREFERRED QUALIFICATIONS:**

- Knowledge of funding programs and experience in transportation/transit capital planning and fund programming is preferred.
- Knowledge of financial, statistical, and comparative analysis techniques.
- Knowledge of relevant Federal, State and local laws, codes and regulations.
- Excellent oral and written communications skills.

**SELECTION PROCESS MAY INCLUDE:** The process will include a panel interview and may include written and skills test assessments or supplemental questions. 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 AT SAMTRANS:**

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

- Holidays: Seven (7) paid holidays, plus up to four (4) floating holidays per year
- Paid Time Off: Up to 26 days per year
- Cafeteria Plans: Medical, dental, vision care, group life insurance and more
- Transportation: Free Bus Transportation for employees and qualified dependents
- Work Location: Select positions are eligible to work remote up to 50% of the time
- 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 <https://www.samtrans.com/jobs>. Complete an online employment application by 11:59 p.m. on Sunday, October 1, 2023 (1<sup>st</sup> cutoff Sunday, September 17, 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](mailto: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.