

JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

November 3, 2023

TITLE: Manager, Grants & Fund Programming
EMPLOYMENT TYPE: Exempt (Full-Time)
DIVISION: Office of Planning/Grants/TA
APPLICATION DEADLINE: **Sunday November 26, 2023**
PAY RANGE: \$2,342 - \$3,513 weekly (\$121,792 – \$182,688 estimated annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Manager, Grants & Fund Programming reports to the Director, Grants and Fund Management and is responsible for developing short and long-range bus and rail capital/operating program funding strategies. The Manager, Grants & Funding Programming will manage the development of a robust transportation grant program to support projects, programs, and services; serve as the agency representative on local and regional fund programming forums; and provide expert advice on funding and grant matters for SamTrans, the Peninsula Corridor Joint Powers Board (PCJPB) and Transit Authority (TA).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Manage department functions including developing capital programs; writing grant applications; obtaining/administering grants for funded projects and programs; and ensure that sufficient resources are available to carry out the duties of the department.
- Responsible for the development of short and long-range funding strategies for the transit agencies' capital and operational funding needs; help manage the development of capital programs; and pursue external funding to support such programs.
- Coordinate within the Finance Division to evaluate the need for and securing any necessary short, medium or long-term financial instruments to assist in the delivery of projects and programs.
- Oversee reporting to federal, state, and regional grant funding agencies, and respond to any inquiries or compliance audits from these agencies.
- Ensure the agencies' compliance with federal, state, and local regulations associated with all levels of funding source requirements.
- 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 the agencies in the regional transportation fund programming process, including development of necessary agreements pertaining to the acquisition of funding.
- Develop and present written and oral reports on issues involved in regional transportation funding.
- Review grant expenditures and project status to ensure proper implementation of funds from grant agencies.
- 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 in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Work under the general supervision of the Director, Grants and Fund Management, 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 Transportation/Urban Planning, Economics, Public or Business Administration, Political Science or related field.
- Five (5) years of full-time progressively responsible transportation planning or transportation/transit grants program experience. Three (3) years of this experience must include: Transportation capital improvement plan management, fund programming, or grant program development.
- Two (2) years of supervisory experience managing professional planning or analytical staff.

PREFERRED QUALIFICATIONS:

- Effective oral and written communication skills.
- Ability to make presentations before various boards and/or committees in an effective and concise manner.
- Experience with transportation grant processes including accounting and financial reporting.

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) <ul style="list-style-type: none">• 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, November 26, 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.