



JOB TITLE:	CAPITAL & GRANT PROGRAMS ANALYST	DIVISION:	DISTRICT – CAPITAL & GRANTS
REPORTS TO:	DIRECTOR OF CAPITAL & GRANT PROGRAMS	EEO CATEGORY:	02-PROFESSIONAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN FRANCISCO

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under general direction of the Director of Capital and Grant Programs, performs a variety of complex financial, analytical and administrative functions to support development, implementation, and management of the District’s capital and grant programs. Department work activities include: long-range capital program and fixed asset planning; annual capital budget development, accounting, monitoring, analysis, and reporting; grant program development, implementation, accounting and administration; and, related legislative monitoring, analysis and reporting. The position also assists the Director with training and onboarding new team members. This position collaborates with all levels of District staff and outside agency staffs in order to meet program goals and objectives.

Essential Responsibilities

Responsible for assisting in activities related to capital and grant program development and administration. The responsibilities are focused primarily on grant and capital programming, monitoring, administration, audits, financial analysis, and specifically include, but are not limited to, the following:

- Develop the District’s Annual Capital budget in Excel using pivot tables, macros and advanced Excel formulas (Lookup, Sumif, etc.), including coordinating annual capital budget project solicitation & review with Division Managers & staff, and review and analyze project costs, justifications & schedules
- Manage ongoing tracking and internal/external reporting of capital project budgets and expenditures, including preparing monthly capital expenditure reports for the Board of Directors through District’s financial management system
- Maintain the District’s ten-year capital and fixed asset replacement plan including coordinating development of project-level descriptions, budgets, cash flow, implementation schedules, and program-level descriptions, priorities, financial analyses, and reports



- Assist in planning, programming, organizing and implementing the District’s grant program activities including: researching potential grant opportunities, developing grant funding strategies and identifying projects for specific grant programs; completing necessary grant programming and application materials; preparing grant related reports for the Board of Directors; tracking the drawdown of funds by grant program and project; and coordinating lobbying activities associated with earmark funds
- Assist in grant contract administration activities including: developing grant contract documents; administering grant rules, regulations and requirements; developing grant amendment requests; tracking project activities, and preparing project status reports for granting agencies, District management, and the Board of Directors
- Assist in the development of the District’s capital element of Metropolitan Transportation Commission (MTC) Regional Transportation Plan (RTP), Regional Transit Capital Inventory (RTCI), Program of Projects (POP), Transportation Improvement Program (TIP) and Transit Asset Management (TAM), including development and input of project and fixed asset replacement information
- Assist with internal and external financial or grant-related audits and reviews of the District’s capital, grant, fixed asset, or other related programs and facilitate the Federal Transit Administration (FTA) Triennial Review
- Assist in writing and reviewing staff reports for the Board of Directors that may impact the capital budget and/or the District’s grant funds
- Work with project managers, department heads, accounting and finance staff to resolve any grant, project, or budget discrepancies or issues
- Evaluate and develop standardized procedures for internal capital and grants related functions to streamline work processes and maximize office efficiency and productivity
- May represent the District’s interests at federal, state, and local meetings
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service
- Performs additional related duties as assigned
- Regular and reliable performance and attendance is required

Required Knowledge, Skills and Abilities

Working knowledge of:

- Applicable state, federal local laws, rules and regulations governing capital and grants programs, practices, and terminology

Ability to:

- Work collaboratively in a team atmosphere as well as perform tasks independently
- Establish and maintain cooperative professional work relationships with District and outside agency staff
- Communicate effectively both orally and in writing



- Organize, prioritize and manage multiple work tasks while meeting critical deadlines
- Demonstrate being detail-oriented as well ability to understand the “big picture”
- Learn new concepts in an ever-changing environment
- Carry out short- and long-range assignments and see them through to completion
- Understand, interpret, and apply complex rules, regulations, and legal provisions governing fiscal functions and grant programs
- Interpret and analyze legislative proposals and their potential impact on the District’s capital and operating programs and grant opportunities
- Write in a clear, concise and persuasive manner
- Learn principles and practices relating to budget programs and systems management
- Identify and research issues, and develop sound strategies and options for implementing solutions
- Use the District’s financial enterprise and grants management system
- Use personal computer spreadsheet and word processing software to develop spreadsheets, graphs, and reports (i.e. intermediate/advanced Excel)
- Follow the safety and health rules and safe working practices applicable to the job

Minimum Qualifications

Education and/or Experience:

- Bachelor's degree in Public Administration, Business Administration, Finance, Accounting or related field. Additional qualifying experience on a year per year basis may be substituted in lieu of degree.
- Minimum of one year of recent (must be within the last three years), progressive and verifiable professional experience in financial or management analysis or equivalent experience including capital budget, capital program planning or grants administration.
- Must possess intermediate level of skill using computers and application software, specifically all Microsoft Office application (Excel, PowerPoint, Access and Word).

Physical Requirements:

Mobility to work in a typical office setting. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.