

# RE-POSTING



**GOLDEN GATE BRIDGE**  
HIGHWAY & TRANSPORTATION DISTRICT

**POSITION:** CAPITAL AND GRANT PROGRAMS ANALYST (PS101123)

**LOCATION:** Golden Gate Bridge Administration Building (near Toll Plaza)  
San Francisco, CA

**SALARY RANGE:** \$81,929.12 - \$99,025.68 Annual Salary + Benefits (40 Hour Workweek)  
*Employee pays up to 7% of salary/wage toward CalPERS retirement plan*

**OPEN TO:** ALL QUALIFIED APPLICANTS

**OPENINGS:** 1 and to Create an Eligibility List

**DATE POSTED:** August 1, 2017

**CLOSING DATE:** Open Until Filled (First Review of Applicants 8/22/17)

**NOTE: This position is being reposted. Applicants who have already applied need not reapply. All applications will be considered for this position.**

## **POSITION DESCRIPTION:**

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. This position collaborates with District and outside agency staffs in order to meet program goals and objectives.

## **MINIMUM JOB REQUIREMENTS:**

**A combination of college level training and position related experience equivalent to:**

- 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).

## **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

## **CAPITAL AND GRANT PROGRAMS ANALYST (PS101123)**

### **ESSENTIAL RESPONSIBILITIES (continued):**

- 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 (IFAS)
- 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
- Regular and reliable attendance and high-level job performance is required

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to work collaboratively in a team atmosphere as well as perform tasks independently
- Ability to establish and maintain cooperative professional work relationships with District and outside agency staff
- Ability to communicate effectively both orally and in writing
- Ability to organize, prioritize and manage multiple work tasks while meeting critical deadlines
- Must be detail-oriented as well as able to understand the "big picture"
- Must be open to learning new concepts in an ever-changing environment
- Ability to carry out short- and long-range assignments and see them through to completion
- Ability to understand, interpret, and apply complex rules, regulations, and legal provisions governing fiscal functions and grant programs
- Ability to interpret and analyze legislative proposals and their potential impact on the District's capital and operating programs and grant opportunities
- Ability to write in a clear, concise and persuasive manner

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (continued):**

- Ability to learn principles and practices relating to budget programs and systems management
- Ability to identify & research issues & develop sound strategies and options for implementing solutions
- Ability to use personal computer spreadsheet and word processing software to develop spreadsheets, graphs, and reports – intermediate/advanced Excel

**LICENSE(S):**

- Must possess and maintain a current, valid California driver's license and satisfactory driving record.

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## **APPLICATION PROCEDURE:**

**FAILURE TO MEET ANY OF THE REQUIREMENTS STATED BELOW MAY RESULT IN REJECTION OF YOUR APPLICATION**

**TO APPLY:** [www.goldengate.org/jobs](http://www.goldengate.org/jobs)

For directions and general information, visit our website [www.goldengate.org](http://www.goldengate.org)

Office Hours: 8:30 a.m. – 4:30 p.m. NO PHONE CALLS.

**Applicants must apply online by the deadline date. Applications received after the deadline will not be considered.**

**THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION**

- GGBHTD Online Employment Application
- Supplemental Questionnaire (Scan and attach as PDF to your online application)
- Cover Letter (Scan and attach as PDF to your online application)
- Resume (Scan and attach as PDF to your online application)

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**THE SELECTION PROCESS FOR THIS POSITION may include: (\*\*\*)**

- Supplemental Questionnaire
- Skills Assessment Examination (Excel)
- Oral Panel Interview
- Department interview for final candidates
- Background, Employment and Security Investigation

\*\* The District will invite only those candidates whose qualifications **MOST CLOSELY MATCH** the position requirements to continue in the selection process.

## AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Golden Gate Bridge Highway and Transportation District to take all personnel actions on the basis of merit and other job-related factors, without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), disability: physical or mental, age (40 and older), genetic information, marital status, sexual orientation and identity, medical condition, political affiliation or military status.

**Applicants with Disabilities:** The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job-related examination process. If you have special needs, please call (415) 257-4521 (Human Resources). The District's telecommunications device (TDD) for Persons with Hearing Disabilities is (415) 257-4554.

Revised 03/17/2014 SS

Revised 7/31/17 MP

**Human Resources Administration  
GGBHTD  
1011 Andersen Drive  
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