

Regional Transit Job Announcement

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2810 O Street, Sacramento CA 95816 (916) 556-0298

Grants Analyst

Internal / External

Salary: \$58,164 - \$81,444 annually
(Plus Excellent Benefits)

Posting Date: September 7, 2017 (Thu)
Filing Deadline: October 4, 2017 (Wed)

SUPPLEMENTAL QUESTIONNAIRE IS REQUIRED AT THE TIME OF APPLICATION

BRIEF DESCRIPTION

The purpose of this position is to perform tasks primarily related to operating and capital funding opportunities and Capital Improvement support activities as well as performing administrative tasks in support of senior analysts. This is accomplished by preparing financial status reports/milestone reports as required to meet grant records requirements, maintaining data in the appropriate database for recording purposes, and appropriate creation, assignment, and monitoring of labor billing codes.

ESSENTIAL FUNCTIONS

Prepares and maintains capital budget data for budgets, planning, and forecasting by preparing and processing budget schedules for capital grants/projects and budget change forms, making project expenditure corrections as warranted, and calculating and establishing capitol labor billing rates and activity types for processing payroll. Conducts financial and statistical analyses for reporting purposes by extracting, compiling, analyzing, and formatting data obtained from various database sources. Maintains databases by setting up funding for capital projects upon grant approval, entering capital project data, and updating projects in local and state databases. Working with funding agencies to determine possible reprogramming options. Applies and maintains grant applications and funding by analyzing applications to determine information requirements, assisting with preparation of papers for board and senior management approval, and coordinating grant initiation efforts and reprogramming activities. Administrative functions that include: coordinate meetings; participate and notice all attendees of date, time, and location. Reserve facilities and equipment using scheduling software and District forms. Prepare public notices for advertisement and for posting on the District's website. Answer questions from District employees, and vendors as appropriate. Access and download documents and information from the Internet. Establish project tracking and review systems for assigned projects. Update management and staff on project progress. Manage materials and resources for projects, coordinating with other departments as required. Other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree or equivalent from an accredited college or university in Finance, Accounting, Business Administration, Public Administration or a closely related field. Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.

Experience: Three (3) years of experience in grant preparation, research, program organization, or administrative support functions related to grant development.

Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

FILING

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application supplemental questionnaire proof of education, as outlined above, are required for this position. Applications, supplemental questionnaires, job announcements, and copies of the complete job description are available at 2810 O Street, Sacramento, CA 95816, or through our website at www.sacrt.com.

Completed employment application, supplemental questionnaire, and proof of education, as outlined above, must be submitted to the Human Resources Department not later than Wednesday, October 4, 2017, at 5:00 p.m. RT does not accept e-mail applications, on-line applications, or late applications regardless of postmark. **Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

RT is an Equal Opportunity Employer. EOE – Minorities/Women/Disabled/Veterans.

(Supplemental Questionnaire on Reverse Side)

Sacramento Regional Transit District Supplemental Questionnaire

Grants Analyst

Final Filing Date: Wednesday, October 4, 2017

The purpose of this Supplemental Questionnaire is to obtain additional job-related information to identify the most qualified applicants to continue in the selection process. Completion of this material is required and your responses must be submitted with your employment application by 5:00 p.m. on the final filing date. **Candidates who do not complete this Supplemental Questionnaire will be eliminated from further consideration.**

Please answer the following questions. Attach answers on a separate sheet of paper and number each item accordingly.

1. Please describe your specific experience with capital budget and/or grants planning, analysis, reporting, and compliance. Include the employer(s) and number of years/months you performed the duties.
2. Please describe your experience using specialized financial system software. Name the specific software and the percentage of time you have used it. Include the employer(s) and number of years/months you performed the duties.
3. Describe your experience performing the reconciliation of complex financial reports. In your description, include the position in which you performed these responsibilities and your **specific** responsibilities in this area. Include the employer(s) and number of years/months you performed the duties.

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Grants Analyst

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