



**SACRAMENTO REGIONAL TRANSIT DISTRICT
invites applications for the position of:**

Manager, Grants

SALARY: \$90,312.00 - \$126,420.00 Annually

DEPARTMENT: Finance

OPENING DATE: 08/08/19

CLOSING DATE: 08/28/19 11:59 PM

DESCRIPTION:

The purpose of this position is to provide supervision and management of the Grants Administration group, ensure timely administration and management of all federal, state, and local grants, coordinate a fiscal role in the Capital Improvement Program and participate on committees, provide timely tracking, analysis, and reporting of grant funding opportunities, and coordinate the application process with appropriate planning staff. This is accomplished by managing staff activities, resolving labor relations and employee issues, researching, analyzing, and implementing federal, state, and local rules and regulations for grants management, providing recommendations for compliance, participating in reporting and grant audits, reviewing technical documentation, attending meetings for discussion of project progress, analyzing grant budgets for funding forecasts, compiling and analyzing projects, grants, and financial data, developing, monitoring, and reviewing financial calculations and reports, completing grant reconciliations, recommending corrections or budget transfers, and maintaining data files. Other duties include completing related tasks and projects.

EXAMPLES OF DUTIES:

Research, analyze, and implement federal, state, and local rules and regulations. Identify, establish, and execute department plans and policies. Participate in the implementation of department and inter-departmental systems, programs, or processes. Provide recommendations to promote financial and grant compliance. Participate in sensitive, technical, and special projects. Participate in internal and external reporting and audit requirements. Research, analyze, and implement federal, state, local rules, and regulations. Review technical documentation for the implementation of projects. Attend meetings for discussions of project progress. Analyze grant budgets to funding forecasting. Coordinate the implementation of project (capital). Perform related duties as assigned. Provides direction and management for the grants department by meeting regularly with staff to plan, coordinate, and manage district-wide grant administration and reconciliation, resolving project and grant filing issues with grants analysts, coordinating the training program for staff, and interacting with external funding agencies on specific grant filing issues.

Manage grants fiscal operations. Compile and analyze project, grant, and financial data. Develop, monitor, and review complex financial calculations and reports. Perform month-end reconciliations. Establish, modify, and implement grant and accounting procedures. Establish financial controls and systems for new grants/programs. Make recommendations for corrections or budget transfers when needed. Maintain data files. Perform related duties as assigned. Coordinates a fiscal role in capital projects by attending meetings and reporting on grant coordination, filing and funding plans, coordinating specific project information, and sharing information with project managers, project control staff, and assigned grants analysts.

Provides tracking, analysis, and reporting of grant funding opportunities by reviewing federal, state and local grant funding agency websites for updates and changes in filing requirements, updating timelines, and remaining aware of legislative changes that could affect funding levels for existing and future grants.

Coordinates the grant application process to ensure board approval requirements are met by attending

and participating in coordination meetings with planning to discuss grant funding opportunities and preparing issue papers as necessary for Board approval of project funding through external agencies.

Prepare forecasts, projections, trends, revenue and cost analyses. Prepare department expense trend analysis. Prepare databases to generate adequate grant and project reports for executive management. Organize and prepare required management reports for capital projects and grants. Oversee development of processes and procedures to track changes to capital projects and grants. Receive project updates and address project implementation activities and issues. Prepare and present complex written materials to transmit project and funding information. Prepare Board and committee presentations. Review ERMS FMEQ reporting functions for each department/division or grant account. Analyze trend and variance information from the ERMS system. Monitor anomalies with expenses or revenues. Analyze data and make recommendations for solutions. Maintain data files to be used for future.

MINIMUM QUALIFICATIONS:

Education: Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Accounting, Finance, 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: A minimum of five (5) years of experience in grant management, accounting, or finance, including two (2) years of supervisory experience in a grants environment.

SUPPLEMENTAL INFORMATION:

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 and supplemental questionnaire are required for this position. Applications, supplemental questionnaires, job announcements, and copies of the complete job description are available at our website at www.sacrt.com.

A completed employment application and supplemental questionnaire, as outlined above, must be submitted online. RT does not accept late applications and will not process incomplete applications. 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.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.sacrt.com>

Position #TBD
MANAGER, GRANTS
YH

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

Manager, Grants Supplemental Questionnaire

- * 1. Describe your experience in grant management, accounting, and/or finance. In your response, please include the employer and number of years/months you performed these functions.

- * 2. Describe your experience preparing and presenting complex written materials for the purpose of transmitting grant projects and funding information or to meet other complex or ongoing regulatory compliance requirements. In your response, please include the employer and number of years/months you performed these functions.

- * 3. Describe your experience overseeing grant fiscal operations or other related fiscal operations within a controlled regulatory environment. In your response, please include the employer and number of years/months you performed these functions.

- * 4. Describe your supervisory experience, including the number of employees you supervised, their job titles and details on the oversight you provided. In your response, please include the employer and number of years/months you performed these functions.

- * Required Question