



San Joaquin Regional Transit District
421 E. Weber Avenue
Stockton, CA 95202
(209) 943-1111

SAN JOAQUIN REGIONAL TRANSIT DISTRICT EMPLOYMENT OPPORTUNITY

GRANTS ANALYST or SPECIALIST or SENIOR SPECIALIST

Depending on qualifications (DOQ)

Minimum Salary Ranges start at \$47,437 (Analyst); \$54,901 (Specialist); \$63,503 (Senior Specialist)

Open Recruitment

Closing Date: until filled

JOB SUMMARY:

Under general direction, coordinates, develops and drafts applications for single and multi-year federal and state grants for funding of projects, programs and activities to achieve the District's capital and program/service strategies and objectives; identifies sources of additional grant funding; compiles required reports to granting agencies; develops reports and monitors the status of approved grants to ensure the full, timely utilization of all grant funds and compliance with granting agency terms and conditions; and performs related duties as assigned.

The incumbent must have exceptional oral and written presentation skills, must be a strong communicator with outstanding organizational abilities, and must have the ability to work extremely well in both a team setting and independently. The incumbent must be proficient in the analysis and preparation of financial data. The incumbent must be proficient in Microsoft Excel and be able to quickly learn new business management software. The incumbent must also be highly sensitive to project impact on individual departments, as well as to RTD as a whole.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Grants Analyst is the entry-level class in the grants management class series. Initially, an incumbent performs professional assignments in one or more grants program areas while learning RTD policies and procedures related to RTD's grants management programs. As experience is gained, duties are performed independently under general supervision. An incumbent is expected to carry out responsibilities with initiative and creativity, exercising sound professional judgment and problem solving skills.

Grants Specialist is responsible for initiating and coordinating activities of grant funded programs, projects, and services. The incumbent drafts grant submissions, monitors expenditure of funds, prepares required reports to grant sources, and prepares the District's capital budget.

Grants Senior Specialist is responsible for coordinating and participating in District initiatives to secure grant-funded support for capital investments and a variety of projects, programs and activities. The incumbent develops and prepares grant applications for submission to granting agencies, monitors the utilization of grant funds to ensure full and timely expenditure for authorized purposes and prepares required periodic reports for District management and funding agencies. The incumbent also researches and seeks out potential sources of grant funding and proposes approaches to leverage financing of projects through the use of such funds.

Reasonable accommodations: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYMENT STANDARDS:

Analyst: graduation from an accredited two-year or four-year college or university with a major in business or public administration, finance or a closely related field; and experience in the development, administration, and financial tracking of grants; or an equivalent combination of training and experience. Experience in a public transit agency or governmental setting is preferred.

Specialist: graduation from an accredited four-year college or university with major coursework in public or business administration or a closely related field; and three to five years of progressively responsible experience in the development, administration, and financial tracking of grants, at least two of which were at the level of Grants Analyst; or an equivalent combination of training and experience. Experience in a public transit agency or governmental setting is preferred.

Senior Specialist: graduation from an accredited four-year college or university with major coursework in public or business administration or a closely related field; and five to seven years of progressively responsible experience in the development, administration, and financial level of Grants Specialist; or an equivalent combination of training and experience. Experience in a public transit agency or governmental setting is preferred. A Master's Degree in a related field is preferred but not required.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license

Knowledge of: methods, practices and techniques in developing, writing, and submitting local, state and federally-funded grants; typical sources of state and federal grant funding applicable to public transit projects and programs and associated grant requirements; provisions governing the audit of federal grant awards; state and federal law and regulations applicable to the award and management of grants for a variety of programs and functions; basic principles and practices of public administration, including budgeting, purchasing, contracting and maintenance of records; principles and practices of sound business communications and proposal writing.

Ability to: prepare complete, accurate and comprehensive grant proposals and applications; prepare, coordinate with specific departments, and monitor grant and project budgets; organize, set priorities and exercise sound independent judgment within areas of responsibility; define technical and professional issues, analyze problems, evaluate alternatives and develop sound recommendations and courses of action in accordance with laws, regulations, rules and policies; understand, interpret, explain and apply federal and state law and regulations applicable to application for and administration of grant awards; communicate clearly and effectively orally and in writing; operate a computer and standard business software (i.e. MS Office). Prepare clear, accurate and concise reports and other written materials for technical and administrative purposes; use tact and diplomacy in dealing with sensitive situations and concerned individuals; establish and maintain highly effective working relationships with District managers and staff, representatives of funding agencies, governmental and outside auditors and others encountered in the course of work.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and

reach with hands and arms. The employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve complex problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with all levels of RTD management, staff, employees, representatives of employee organizations, governmental officials, auditors, and the public.

The District offers a competitive employee benefit program that includes:

- INSURANCE:** RTD provides comprehensive health and dental insurance package for all full-time employees and their dependents. RTD also provides \$20,000 life insurance for all full-time employees.
- SICK LEAVE:** Twelve (12) days per year for all full-time employees.
- VACATION:** Two (2) weeks to six (6) weeks depending on length of service for full-time employees.
- RETIREMENT:** RTD participates in a 401(a) retirement plan in which RTD provides a generous match.

EMPLOYMENT PROCESS: Applicants must complete and submit an official application form. The standards as stated on the front of the job announcement represent only the minimum required to fill an application. Resumes will be accepted, but may not be substituted for the required application form. Meeting the listed standards does not guarantee that a candidate will be invited for an interview as the Human Resources Department reserves the right to limit the number of candidates to the most qualified for the vacancy.

NOTE: All statements made on the application are subject to verification and investigation. False statements will be cause for disqualification, removal from the eligible list or termination of employment.

SUBSTANCE ABUSE TESTING: Substance abuse tests paid by the Transit District are required of each prospective employee. Employment is conditional on successfully passing drug and alcohol tests, reference checks, and a background investigation.

San Joaquin Regional Transit District is an Equal Opportunity/Affirmative Action employer. Female, minority, and disabled individuals are encouraged to apply. Applicants will be considered without regard to race, color, creed, national origin, religion, sex, sexual preference, marital status, age, medical condition or disability. Employment is conditional on successfully passing drug and alcohol tests, and a background investigation.

TO SUBMIT AN APPLICATION: Visit our jobs page online at www.sanjoaquinRTD.com

The provisions of this bulletin are subject to change without notice and do not constitute an express or implied contract.