



San Joaquin Regional Transit District
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**SAN JOAQUIN REGIONAL TRANSIT DISTRICT
EMPLOYMENT OPPORTUNITY**

**GRANTS MANAGER
Grants Department**

Starting at \$77,165 to 135,000 (Depending on Qualifications)

Open Recruitment

Closing Date: until filled

JOB SUMMARY:

Under general or policy direction, the Grants Manager plans, directs, and organizes assigned programs and activities of the Grants Office. The Grants Manager is responsible for managing federal, state, and locally-funded transit grant programs awarded to RTD. These grants are used to fund RTD's capital program, planning activities, and operating expenses. The Grants Manager ensures compliance with all statutes, regulations, and other grant requirements associated with these funding opportunities. The Grants Manager is the main point of contact to external oversight officials and funding partners; and directly supervises the work of subordinate grants analyst staff.

EXAMPLES OF DUTIES:

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

1. Manage pre-awarded grant functions including planning, programming, grant application preparation and submission, and certification and assurances to ensure grant application documents meet all requirements.
2. Manage post-awarded grant functions including monitoring, reporting, project management, and closeout to ensure grants meet all requirements. Work with RTD's project manager and finance staff to ensure grant funds are used for allowable costs.
3. Maintain complete and accurate records, files, and electronic data. Continually update policies and procedures to ensure compliance with all grant funding requirements.
4. Conduct research on new grant funding opportunities and emerging grants. Make recommendations on new grant opportunities for RTD to pursue and submit grant applications in accordance with CEO approval.
5. Represent RTD at San Joaquin Council of Governments Board meetings, technical advisory committee meetings, and other grant-related meetings from funding agencies. Monitor agenda items pertaining to RTD's interest, programs, and operations. Ensure RTD leadership is informed promptly on any issues affecting RTD's funding, take independent action to mitigate issues that jeopardize funding.
6. Conduct training and provide information to subordinate staff and colleagues in other RTD offices such as Finance and Operations.
7. Supervise and direct the work of grants analyst staff.
8. Prepares a variety of reports, correspondence, and records.
9. Present information, proposals, and/or recommendations clearly, logically, and

- persuasively, including at public meetings.
10. Represents RTD at meetings and with local partners.
 11. Performs other incidental and related duties as required and assigned.

KNOWLEDGE OF:

- Knowledge and understanding of state and federal transit laws, regulations, circulars, and policies in order to comprehend grant requirements, conduct internal reviews, and update required documents.
- Effective grant writing that displays meticulous grammar and spelling.
- Ability to prepare grant applications using online tools such as the federal transit grants software (TrAMS), the state's grant making software (BLACKCAT), and other automated grant making systems.
- Ability to prepare project budgets that are feasible and compliant with grant requirements.
- Effective leadership and supervisory knowledge, skills, and abilities in order to direct grants analyst staff.
- Principles and practices of effective supervision.
- Program analysis, cost/benefit evaluation, budget preparation, capital and financial forecasting techniques, project management and project control.
- RTD human resources policies and procedures and labor contract provisions.
- Basic principles and procedures of record keeping.
- Customer service principles and practices.
- Research methods and analysis techniques.
- Excellent organizational and presentation skills.
- Principles and practices of sound business communication.
- Microsoft Office Suite, including Word, Excel, and PowerPoint.
- English usage, spelling, grammar, and punctuation.
- Policies and procedures of the assigned department.

ABILITY TO:

- Ability to manage risk and understand what constitutes financial and program risk as it relates to grants.
- Ability to create a program plan for managing RTD's grants and track progress from award to grant close-out.
- Define issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions, and recommendations in accordance with laws, regulations, rules, and policies.
- Interpret RTD personnel policies and procedures and applicable local, state, and federal legislation.
- Organize, set priorities, and meet deadlines.
- Organize and maintain office and specialized confidential files and records.
- Work independently and in a team-oriented environment.
- Instruct others in work procedures and practices.
- Understand and follow oral and written instructions.
- Communicate clearly and effectively, orally and in writing.
- Operate a computer using word processing and other business software.

- Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
- Prepare budget forecasts and projections of revenues and expenditures plans for planning projects. Assist in budget preparation.
- Manage, organize, and evaluate programs and the performance of staff.
- Represent RTD effectively in public settings on a variety of issues.
- Exercise tact, discretion, and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations.
- Establish and maintain effective working relationships with all levels of RTD management, Board of Directors, employees, employee organizations and their representatives, other governmental officials, community groups, and the public.

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

EDUCATION, TRAINING and EXPERIENCE:

Formal Education: Graduation from an accredited four-year college or university with major coursework in public or business administration or a closely related field; and seven years of progressively responsible experience in the development, administration, and financial tracking of grants, at least three of which were in a supervisory, program management, public, government, or non-profit contract development administration capacity; or an equivalent combination of training and experience. One (1) additional year of the required experience may be substituted for each year (30 semester hours) of the required education.

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.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license.

Experience in a public transit agency or governmental setting is preferred.

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, and hear, in person and by telephone, use hands repetitively to operate standard office equipment, and reach with hands and arms. The employee is frequently required to stand, walk, and lift up to ten pounds.

Specific vision abilities required by this class 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, other governmental officials, and the public.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this class, the employee works under typical office conditions and the noise level is moderately quiet.

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: 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. The selection process for this position may include a written assessment.

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. Candidates are cautioned that offers of employment are conditional and subject to the satisfactory completion of the substance abuse tests.

San Joaquin Regional Transit District is an Equal Opportunity/Affirmative Action employer. Female, minority, and disabled individuals are encouraged to apply.

Employment is conditional on successfully passing drug and alcohol tests, reference checks, and a background investigation.

TO SUBMIT AN APPLICATION: Visit our jobs page online at: <http://sanjoaquinrtd.com/careers/>

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