



Manager – Capital Planning, Legislation & Grants

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
313	Exempt	1 – Officials/Administrators	Unrepresented	12	REV 10-06	1136	1 of 2

DEFINITION: Under general supervision; manages the department responsible for developing short and long-range capital planning programs and funding strategies; identifies District needs and appropriate funding sources, and obtains funding to meet those needs; ensures District compliance with federal, state, and local rules, regulations, and other funding source requirements; and provides expert advice to various District departments.

REPORTS TO: The Deputy General Manager, or designee.

EXAMPLES OF DUTIES/FUNCTIONS: Duties/functions may include, but are not limited to, the following:

- Manages, plans, coordinates, and evaluates the functions of a department responsible for conducting capital planning studies, writing grant applications, and obtaining and administering grants and specially funded projects.
- Conducts needs-assessment studies and develops short and long-range strategies for funding the District's capital and operational funding needs.
- Evaluates the feasibility of obtaining funding for proposed projects, writes grant applications, and ensures District compliance with federal, state, and local regulations and funding source requirements.
- Develops and presents written and oral reports and analyses on a wide variety of complex issues involved in regional transportation funding, including financial, legislative, and other related issues.
- Advocates for, and represents the District at various stages in the regional transportation planning process including development of interagency agreements and Memoranda of Understanding (MOUs) pertaining to the acquisition of funding and providing of service.
- Manages complex statistical and data analysis projects, oversees the maintenance of records systems and databases for capital planning and grant administration systems, and administers complex programs and assigned projects.
- Prepares and administers a departmental budget, and prepares the District's grant funded capital budgets, and assists in the development of the District's operations budget.
- Recommends the appointment of staff, provides and coordinates staff training, and works with employees to correct deficiencies.
- Consults and renegotiates with funding agencies and project managers to revise the scope of work, budget, and timelines to maximize use of grant resources.
- Coordinates periodic funding agency audits and prepares District responses to findings, and Chairs the procurement "Protest Review Team".
- Performs related duties, as required.

<p>This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is not intended to reflect all duties performed within the job.</p>	<p>Prior revision 3/00 This Revision & title change 10/06</p>	<p>Approved by Rick Fernandez, General Manager _____ Date _____</p>
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MINIMUM QUALIFICATIONS:

Knowledge of: Principles and practices of short and long-range capital planning; principles and practices of public funding and the grant applications process; funding sources; short and long-range capital and operating budgets; the financing, planning, and operations of a public transit system; grants management and administration; development of transit capital programs; federal, state, and local rules and regulations; principles and practices of management, supervision, leadership, motivation, and team building; and personal computers and current software programs for word processing, spreadsheets, and presentation at the intermediate level of proficiency.

Ability To: Supervise and direct the work of professional and clerical staff responsible for the development of short and long-range capital planning programs and grants administration; prepare and administer complex budgets; train, evaluate, and gain the cooperation of staff and apply collaborative work strategies; analyze technical issues and develop alternative solutions; prepare and/or analyze and evaluate comprehensive written reports with recommendations; identify funding sources and write grants; communicate effectively both orally and in writing and advocate the District's interests; aggressively pursue potential and innovative funding and revenue generation ideas and leads from local, state, federal, and private funding sources; and establish and maintain effective working relationships with District personnel, representatives of public and private entities, and members of the public using principles of good customer service.

Education/Training: Equivalent to a Bachelor's Degree with major course work in accounting, finance, public administration, transportation planning or closely related field.

Experience: Five (5) years of increasingly responsible experience in capital program development, grants administration, budgeting, planning, or a related area that included three (3) years of supervisory experience. Experience in a public transit environment is desirable.

Physical Requirements: Must maintain the physical condition necessary to perform tasks in an office setting and operate computers, keyboards, and other peripheral equipment.

Special Requirements: (1) Must be able to travel in order to attend meetings within our outside the boundaries of the District. (2) Must be available to work outside regular business hours depending upon the needs of the job.

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