



JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

January 27, 2023

TITLE: Manager, Contracts & Budget
EMPLOYMENT TYPE: Exempt
DIVISION: Rail
APPLICATION DEADLINE: Sunday, February 19, 2023
PAY RANGE: \$2,343 - \$3513 weekly (\$121,792 - \$182,688 estimated annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Manager, Rail Contracts & Budget reports to the Director, Rail Contracts & Budget, and is responsible for managing the budget and overseeing contract compliance of contracted service, capital support services, and the General Engineering Contracts (GEC) for the Rail Division of the Peninsula Corridor Joint Powers Board (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Oversee operations, maintenance, and on-call contracts for the Rail Division.
- Manage operating and capital budgets for the Rail Division.
- Oversee the utilization of financial resources to support capital and operating programs.
- Provide essential budget advice to Directors and Committees in the Rail Division.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

EXAMPLE OF DUTIES:

- Oversee the financial analysis of proposed expenditures for services and/or other extra work projects to assure consistency with approved budgets.
- Oversee staff activities, administer contracts, write specifications, ensure compliance with budget policies and establishing standards.
- Oversee the evaluation, analysis, and processing of invoices.
- Manage the budget preparation process for annual, long-range operating, and capital budgets.
- Manage the research and interpretation of the resolution of contract disputes, including facilitating contract claim settlements, and resolving budget variance issues.
- Develop cost-efficient options for the expenditure of Rail Division funds.
- Monitor budget variances for compliance with established goals and objectives.
- Oversee document control for all rail contract-related activities.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the Director, Contracts & Budget who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in Business, Accounting, Finance, Engineering, or closely related field.
- Five (5) years of full-time progressively responsible experience in contract administration, budgeting, and financial analysis.
- Two (2) years' experience managing or directly supervising staff.

PREFERRED QUALIFICATIONS

- Effective written and oral communication skills.
- Proficiency in the use of Microsoft Office Suite. Advanced Excel skills
- Knowledge of an Enterprise Resource Program.
- PeopleSoft experience is desirable.
- Public sector experience is desirable.

SELECTION PROCESS:

The process may include a written and skills test assessments or supplemental questions and will require a panel interview. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS:

For further Benefits details please go to: <https://www.caltrain.com/about-caltrain/jobs/employee-benefits>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	Up to 26 days per year.
Cafeteria Plan:	Medical, dental, vision care, group life insurance, and more
Transportation:	Free transportation for employees on Caltrain Free bus transportation for employees and qualified dependents
Retirement:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none">○ Classic Members – 2% @ 60 benefit formula, 3-year average of highest compensation○ New Members – 2% @ 62 benefit formula, 3-year average of highest compensation

HOW TO APPLY:

- To apply, please visit the <https://www.caltrain.com/about-caltrain/jobs>. Complete an online employment application and supplemental questionnaire by 11:59 pm on **Sunday, February 19, 2023**. A resume will not be accepted in lieu of the application and supplemental questionnaire (If required). Incomplete application will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308.
- SamTrans celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.