



# JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.caltrain.com/about-caltrain/jobs>

Employment Hotline (650) 508-6308

March 29, 2024

**TITLE:** Director, Grants and Fund Management  
**EMPLOYMENT TYPE:** Exempt  
**DIVISION:** Rail Commercial & Business Development  
**APPLICATION DEADLINE:** **Sunday, April 21, 2024**  
**PAY RANGE:** \$3,171- \$4,756 weekly (\$164,907 - \$247,361 Estimated Annual)  
**WORK LOCATION:** San Carlos, CA

**JOB SUMMARY:** The Director, Grants and Fund Management reports to the Chief Rail Commercial & Business Development. The director is responsible for grant and fund management for the Peninsula Corridor Joints Powers Board (Caltrain).

#### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Responsible for overall management, direction, and coordination of all Caltrain grant and funding activities.
- Develop long-term and short-term grant strategies for Caltrain's capital and operational funding needs and funding advocacy strategies in conjunction with Government and Community Affairs staff.
- Research and interpret Federal, State, Regional and Local rules, and regulations to effectively develop, implement and oversee the grants and fund management processes for Caltrain.
- Responsible for ensuring Caltrain complies with the grants and financial management of the annual certifications and assurances as required under 49 USC Chapter 53, as well as compliance with applicable federal registers or circulars related to active or potential grant funds.
- Drive accountability across the agency to effectively manage grant funding.
- Under the shared services agreement, coordinate with the San Mateo County Transit District's (District) Director, Grants and Fund Management to set policy direction and responsibilities related to shared grants department services provided to Caltrain.
- May 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:**

- Direct and oversee all Federal, State, and regional transportation fund programming processes and advocate for policies and programs that benefit the Caltrain grants portfolio.
- Oversee the operation of the Grants unit, including the writing of effective and competitive grant applications, including special projects and discretionary grant applications, program worksheets and other required materials.
- Conduct thorough reviews of upcoming Local, Regional, State and Federal grant opportunities that Caltrain may be eligible to pursue and prioritize the application efforts based on relevance to various projects.
- Responsible for the preparation and submission of various monthly, quarterly and annual grant reports, financial and milestone reports.
- Direct the development of written and oral reports on issues involving Federal, State, and regional transportation funding.
- Manage the preparation and submittal of grant reimbursement requirements according to grant guidelines.
- Oversee open commitments and available budget funds to ensure timely spending.
- Oversight of log or database of all unused grant funding, approved uses, track expiration dates and ensure this information is frequently reviewed and easily accessible.
- Responsible for general ledger activities and ensuring expenses are allowable, revenues have been allocated to the appropriate grants and all transactions reconcile to agency records.
- Responsible for financial management and technical capacity areas of the Federal Transit Administration Triennial Review.
- Responsible for relevant federal, state, regional and local grantor audits and assisting in the development of Caltrain's Annual Comprehensive Financial Report as necessary.
- Work with appropriate departments, including the District's Director, Grants and Fund Management to identify the most appropriate funding sources and lead the grant application process to help fund the agencies' capital and operating programs and capital projects. Coordinate with member agencies and the Transportation Authorities (TAs) in each member county and identify and pursue various funding opportunities.

**San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306**

- Responsible for adequate internal control, compliance, and efficiency of day-to-day activities.
- Oversee the operation of the Grants unit, including the writing of effective and competitive grant applications, and obtaining and administering grants for rail, bus, and TA multi-modal projects.
- Perform all job duties and responsibilities in a safe manner to protect oneself, fellow employees, and the public from injury or harm and 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 professional Chief, Rail Commercial & Business Development 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 Transportation/Urban Planning, Accounting, Finance, Public or Business Administration, Economics, Political Science, or closely related field.
- Seven (7) years of full-time experience in grants and fund management or closely related field.
- Three (3) years of experience managing or directly supervising staff.

**PREFERRED QUALIFICATIONS**

- Graduate degree in related transportation field preferred.
- Proficiency in preparing financial forecasting models.
- Advance knowledge and use of Microsoft Excel, 365 preferred.
- Working knowledge of an Enterprise Resource Program (ERP) (e.g., PeopleSoft) or other database or financial enterprise system is desired.
- Effective oral and written communication skills.
- Proven ability to evaluate, improve, manage, and maintain systems and processes, including grants management software and processes.

**SELECTION PROCESS:**

The process may include 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 rail transportations for employees Free bus transportation for employees and qualified dependents
Work Location:	Select positions are eligible to work remote up to 50% of the time
Retirement:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"> <li>○ Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation</li> <li>○ New Members – 2% @ 62 benefit formula, 3 year average of highest compensation</li> </ul>

**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, April 21, 2024**. 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 accommodation, please contact the Human Resources Department at (650) 508-6308.
- Caltrain 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.