

POSITION: GRANTS ADMINISTRATOR

Be part of an organization that is reducing greenhouse gas emissions and improving transportation in the Bay Area! The San Francisco Bay Area Water Emergency Transportation Authority (WETA) has a unique opportunity for a Grants Administrator to ensure continued funding for ferry service across San Francisco Bay. WETA operates under the brand *San Francisco Bay Ferry* (SFBF) and carries over one million passengers annually utilizing a fleet of high-speed passenger-only ferry vessels. WETA currently serves Alameda, Oakland, Richmond, San Francisco, South San Francisco, and Vallejo. WETA is also developing a fleet of zero-emission electric ferries designed to be the first in the nation for public transit service. A description of SFBF services and operations is available at www.sanfranciscobayferry.com.

LOCATION: WETA Office – San Francisco, CA (Hybrid Workplace)

SALARY RANGE: \$92,817 to \$132,611 annually; Exempt Position
(Also provides generous leave, health, dental and CalPERS retirement benefits)

DATE POSTED: June 13, 2022

CLOSING DATE: Open Until Filled

APPLICATION PROCESS:

Please submit the following documents to be considered for the position:

- Cover Letter
- Resume
- Employment Application (available at <https://weta.sanfranciscobayferry.com/employment>)

Submit to:

EmploymentApplications@watertransit.org

Subject: Grants Administrator

FAILURE TO MEET ANY OF THE REQUIREMENTS STATED MAY RESULT IN REJECTION OF YOUR APPLICATION.

JOB DESCRIPTION

Under general direction of the Chief Financial Officer, performs a variety of complex financial, analytical, and administrative functions to support development, implementation, and management of the Agency's transit and emergency response grant programs. Work activities include grant program development for operating and capital project needs, which includes application, monitoring, implementation, analysis and reporting for more than 20 different funding sources. Related to this is a

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substantial role in capital project planning, long-range operating and capital planning, and emergency scenario planning. This position requires understanding of not only grant practices and principles but also basic financial management practices and principles.

PRIMARY RESPONSIBILITIES

- Under general guidance from the Chief Financial Officer, plan, program, organize and implement WETA's grant program activities including researching potential grant opportunities, developing grant funding strategies; completing necessary grant programming and application materials; preparing grant related reports for the Board of Directors;
- Perform grant contract administration activities including developing grant contract documents; administering grant rules, regulations, and requirements; developing grant amendment requests; tracking project activities, and preparing project status reports for granting agencies, WETA management, and the Board of Directors
- Manage invoicing, reimbursement, and related activities for all WETA grant-funded activities and projects
- Develop and maintain multiyear funding plans and financial models following high-level independent analysis of current and potential funding sources
- Work collaboratively with Chief Financial Officer to incorporate grant funding into annual budget and short- or long-range business plans
- Assist with internal and external financial or grant-related audits and reviews of the Agency's capital, grant, fixed asset, or other related programs
- Assist Accountant in the preparation and coordination of local, state and federal financial and operating reports such as the Federal National Transit Database, Transportation Development Act claim, and State Controller's Report
- Work with project managers and accounting staff to resolve any grant, project, or budget discrepancies or issues

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Federal, State, and regional transportation funding programs, regulations, and processes
- Principles and practices relating to operating and capital budgets and methods of analysis
- Complex capital cost and revenue planning and reporting
- Federal and State laws, regulations and requirements pertaining to transportation grant programs and audits

Ability to:

- Create, maintain, and manipulate excel spreadsheets, including the use of formulas, tables, charts and graphs
- Understand, interpret, and apply complex rules, regulations, and legal provisions governing fiscal functions and grant programs
- Speak and write effectively including ability to create narratives around proposed projects
- Identify & research issues & develop sound strategies and options for implementing solutions
- Work collaboratively in a team atmosphere as well as perform tasks independently
- Establish and maintain cooperative professional work relationships with Agency and outside partners
- Organize, prioritize, and manage multiple detailed work tasks while meeting critical deadlines
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Be flexible and adaptable to changes

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MINIMUM QUALIFICATIONS

A combination of college level training and position related experience equivalent to:

- Bachelor's degree in Public Administration, Business Administration, Finance, Accounting or related field. Additional qualifying experience on a year per year basis may be substituted in lieu of degree.
- Four years of experience in public sector financial or management analysis or equivalent experience including capital budgeting or planning, grants administration and analysis
- Must possess intermediate level of skill using computers and application software, specifically all Microsoft Office application (Excel, PowerPoint, Access and Word)
- Experience in public transit funding or transportation planning is highly desirable

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Work is performed in a typical office environment a minimum of two days a week. Non-supervisory employees are permitted to work remotely up to three days a week. Other requirements: (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to typical office conditions.

THE SELECTION PROCESS FOR THIS POSITION may include:

- Supplemental Questionnaire
- Skills Assessment Examination (Excel)

WETA will invite only those candidates whose qualifications **most closely match** the position requirements to continue in the selection process.