

POSITION: GRANTS AND BUDGET ADMINISTRATOR

LOCATION: WETA Office – San Francisco, CA

CLASS CODE: Exempt

SALARY RANGE: \$88,820 to \$126,900 annually
(New CalPERS member pays 6.75% of salary into CalPERS retirement plan)

DATE POSTED: September 24, 2021

CLOSING DATE: Open Until Filled

OPENING(S): 1 Position

APPLICATION PROCESS:

Please email (1) Cover letter, (2) Resume and (3) WETA application to:

EmploymentApplications@watertransit.org

Subject: Grants & Budget Administrator

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

THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:

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

Under the brand San Francisco Bay Ferry (SFBF), the San Francisco Bay Area Water Emergency Transportation Authority (WETA) operates six routes serving the cities of Alameda, Oakland, San Francisco, South San Francisco, Vallejo, and Richmond. WETA has a small administrative staff and contracts with a private sector contractor to operate and maintain its current fleet of 15 passenger-only vessels. A description of SFBF services and operations is available at www.sanfranciscobayferry.com.

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 both operating and capital projects, which includes application, monitoring, implementation, analysis and reporting for over 20 different funding sources. Related to this is a substantial role in annual operating and capital budget development, 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:

- Understand, interpret, and apply complex rules, regulations, and legal provisions governing fiscal functions and grant programs
- Speak and write effectively
- 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
- Ability to use spreadsheet and word processing software to develop spreadsheets, graphs, and reports – intermediate to advanced Excel

- 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

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 or transportation planning is highly desirable

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.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Work is performed in a typical office environment. (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.

COVID-19 VACCINATION REQUIREMENT

Where permitted by applicable law, candidates must have received or be willing to receive the COVID-19 vaccine by date of hire to be considered. WETA will provide reasonable accommodations to qualified employees with disabilities or for a sincerely held religious belief.