



**SACRAMENTO REGIONAL TRANSIT DISTRICT  
invites applications for the position of:**

## **Manager, Capital & Project Control**

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<b>SALARY:</b>	\$93,024.00 - \$130,212.00 Annually
<b>DEPARTMENT:</b>	Office of Management & Budget
<b>OPENING DATE:</b>	04/01/21
<b>CLOSING DATE:</b>	04/21/21 11:59 PM
<b>RECRUITMENT TYPE:</b>	Internal/External
<b>DESCRIPTION:</b>	

This purpose of this position is to develop and administer the District's Capital Improvement Plan (CIP), Capital Budget, and Project Controls. This position also identifies funding sources to support existing and planned District activities, as well as develops proposals, writes project descriptions, compiles information required by third party entities and submits grant applications. This position also coordinates with intergovernmental agencies with State, regional, and county transportation and funding plans and programs. This is accomplished by developing the District's Capital Improvement Plan, annual Capital Budget, keeping strong project controls, close coordination with intergovernmental planning and funding agencies, and developing funding applications. This position reports to the Director, Office Management & Budget and works closely with many District departments as well as numerous outside agencies.

### **EXAMPLES OF DUTIES:**

- Maintains and develops capital project databases and related software.
- Provides timely, accurate, and concise ad-hoc budgetary and financial analysis.
- Participates on the Capital Programming Committee and provides information to project managers and committee members.
- Gathers project information from project managers to include in Capital Improvement Program
- Prepares reports on capital projects and sources of funds.
- Plans, organizes, and coordinates the implementation of project controls for new and ongoing capital projects.
- Interprets and communicates capital project requirements and participates with project managers with developing project budgets and timelines, including cost control policies, procedures, and process improvements.
- Monitors and analyzes capital project budgets, monitors of sources of funds, invoices, purchase orders, expenditures, and timelines.
- Prepares, or assists in preparing periodic reports of project status and actual expenditures, to ensure continued capital funding.
- Participates in pre-bid and pre-construction meetings and negotiations.
- Assists project management staff in formulating new and revised specifications for capital projects and facilities.
- Reviews contracts for adequacy and completeness of project and quality control requirements.
- Identifies funding availability through existing programs and new opportunities.
- Work with district staff and outside agencies to write grant applications and supporting documents.

- Evaluates the feasibility of obtaining funding for proposed projects.
- Works with grants unit to ensure compliance with federal, state, and local regulations and funding source requirements.
- Advocates for and represents the District at various stages in the regional transportation planning process.
- Keeps a master database for all grants opportunities and grants obtained.
- Working with District staff and outside agencies, updates the District's relevant portions of any State or Regional Transportation Program.
- Assists with the Transportation Asset Management Plan.

## MINIMUM QUALIFICATIONS:

*A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.*

**Formal Education:** Bachelor's degree.

**Experience:** Minimum of five (5) years' experience in grants writing, capital project plan management, cost analysis, capital accounting, grants accounting and/or project controls.

**Proof of education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.**

## FILING INSTRUCTIONS/SUPPLEMENTAL INFORMATION:

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. Applications and job announcements are available at our website at [www.sacrt.com](http://www.sacrt.com).

**A completed employment application and proof of education, as outlined above, must be submitted online no later than Wednesday, April 21, 2021 at 11:59 p.m. RT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

**SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.**

**RT is an Equal Opportunity Employer. EOE – Minorities/Women/Disabled/Veterans**

This position falls under Management and Confidential Employee Group (MCEG).

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.sacrt.com/Career/>

Position #2021-00406  
MANAGER, CAPITAL & PROJECT CONTROL  
CW

2810 O Street  
Sacramento, CA 95816  
(916) 556-0298

**Manager, Capital & Project Control Supplemental Questionnaire**

- \* 1. Describe in detail, your experience in capital improvement plan development and management, capital accounting, and capital project budgeting that are relevant to the responsibilities of this position. In your response, include the employer and number of years/months you performed the function.
  
- \* 2. Please describe your experience in capital project management and the use of specialized financial system software and other software for the purposes of managing and reporting on capital projects. Please name the specific software and their pros and cons. In your response, include the employer and number of years/months you performed the function.
  
- \* 3. Describe in detail, your experience in grants compliance, cost analysis, and grants accounting that are relevant to the responsibilities of this position. In your response, include the employer and number of years/months you performed the function.
  
- \* Required Question