



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

Grants Analyst

SALARY:	\$30.26 - \$42.38 Hourly \$5,245.00 - \$7,345.00 Monthly \$62,940.00 - \$88,140.00 Annually
DEPARTMENT:	Finance
OPENING DATE:	01/14/21
CLOSING DATE:	02/03/21 11:59 PM
RECRUITMENT TYPE:	Internal/External
DESCRIPTION:	

The purpose of this position is to perform tasks primarily related to operating and capital funding opportunities and Capital Improvement support activities as well as performing administrative tasks in support of senior analysts. This is accomplished by preparing financial status reports/milestone reports as required to meet grant records requirements, maintaining data in the appropriate database for recording purposes, and appropriate creation, assignment, and monitoring of labor billing codes.

EXAMPLES OF DUTIES:

Prepares and maintains capital budget data for budgets, planning, and forecasting by preparing and processing budget schedules for capital grants/projects and budget change forms, making project expenditure corrections as warranted, and calculating and establishing capitol labor billing rates and activity types for processing payroll.

Conducts financial and statistical analyses for reporting purposes by extracting, compiling, analyzing, and formatting data obtained from various database sources.

Maintains databases by setting up funding for capital projects upon grant approval, entering capital project data, and updating projects in local and state databases.

Working with funding agencies to determine possible reprogramming options

Applies and maintains grant applications and funding by analyzing applications to determine information requirements, assisting with preparation of papers for board and senior management approval, and coordinating grant initiation efforts and reprogramming activities.

Administrative functions that include: coordinate meetings; participate and notice all attendees of date, time, and location. Reserve facilities and equipment using scheduling software and District forms. Prepare public notices for advertisement and for posting on the District's website.

Answer questions from District employees, and vendors as appropriate. Access and download documents and information from the Internet. Other duties as assigned. Establish project tracking and review systems for assigned projects. Update management and staff on project progress. Manage materials and resources for projects, coordinating with other departments as required.

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.

Education: Bachelor's degree or equivalent in Finance, Accounting, Business Administration, Public Administration or a closely related field.

Experience: A minimum of three (3) years of experience in grant preparation, research, program organization, or administrative support functions related to grant development.

Proof of required 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. An employment application is required for this position. Applications, job announcements, and copies of the complete job description are available at our website at www.sacrt.com.

Completed employment application and proof of education, as outlined above, must be submitted online no later than Wednesday, February 3, 2021 at 11:59 p.m. SacRT 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.

SacRT is an Equal Opportunity and Affirmative Action EOE/AA Employer - Minorities/Women/Disabled/Veterans.

This position falls under the Operating Engineer Local Union no. 3 Group (OE3).

Grants Analyst Supplemental Questionnaire

- * 1. Please describe your specific experience with capital budget and/or grants planning, analysis, reporting, and compliance. Include the employer(s) and number of years/months you performed the duties.

- * 2. Please describe your experience using specialized financial system and database software. Name the specific software, the percentage of time you have used it, and your level of proficiency. Include the employer(s) and number of years/months you performed the duties.

- * 3. Describe your experience performing the reconciliation of complex financial reports. In your description, include the position in which you performed these responsibilities and your specific responsibilities in this area. Include the employer(s) and number of years/months you performed the duties.

- * Required Question