

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



**Manager/Senior Manager/Director,  
Grants and Capital Programming**

---

**SALARY:** \$98,700.00 - \$174,876.00 Annually

**DEPARTMENT:** Finance

**OPENING  
DATE:** 02/14/23

**CLOSING  
DATE:** Continuous

**RECRUITMENT  
TYPE:** Internal/External

**DESCRIPTION:**

**THIS POSITION WILL REMAIN OPEN UNTIL FILLED. APPLICATIONS ARE REVIEWED AS RECEIVED, AND INTERVIEWS WILL BE SCHEDULED FOR MOST QUALIFIED CANDIDATES, AS APPLICATIONS ARE REVIEWED.**

**Please Note: This position will be filled either at Manager, Grants, Senior Manager, Grants or Director, Grants and Capital Programming level.**

**Manager, Grants - \$98,700.00 - \$138,144.00**

The purpose of this position is to provide supervision and management of the Grants Administration group, ensure timely administration and management of all federal, state, and local grants, coordinate a fiscal role in the Capital Improvement Program and participate on committees, provide timely tracking, analysis, and reporting of grant funding opportunities, and coordinate the application process with appropriate planning staff.

**Senior Manager, Grants - \$110,496.00 - \$154,740.00**

The purpose of this position is to plan, organize, and oversee the Grants Administration group. Ensure timely administration and management of all federal, state, and local grants; coordinate a fiscal role in the Capital Improvement Program and participate on committees; provide timely tracking, analysis, and reporting of grant funding opportunities, and coordinate the application process with appropriate district-wide staff.

**Director, Grants and Capital Programming - \$124,944.00 - \$174,876.00**

The purpose of this position is to direct, plan, organize, and oversee the Grants and Capital Program Departments. Ensure timely administration and management of all federal, state, and local grants; coordinate a fiscal role in the Capital Improvement Plan (CIP) and participate on committees; provide timely tracking, analysis, application and funding strategy, and reporting of grant funding opportunities, and coordinate the application process with appropriate district-wide staff.

**EXAMPLES OF DUTIES:**

**For detailed information on examples of duties, knowledge, skills and abilities required for the three positions, please follow the links below:**

Manager, Grants:

<https://www.governmentjobs.com/careers/sacrt/classspecs/1281247?keywords=manager%2C%20grants&pagetype=classSpecifications>

Senior Manager, Grants:

<https://www.governmentjobs.com/careers/sacrt/classspecs/1405298?keywords=manager%2C%20grants&pagetype=classSpecifications>

Director, Grants and Capital Programming:

<https://www.governmentjobs.com/careers/sacrt/classspecs/1489164?keywords=grants&pagetype=classSpecifications>

## **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.*

### **Manager, Grants/ Senior Manager, Grants**

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

**Experience:** A minimum of five (5) years of experience in grant management, accounting, or finance, including two (2) years of supervisory experience in a grants environment.

### **Director, Grants and Capital Programming**

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

**Experience:** A minimum of seven (7) years of experience in grant management, grant writing, accounting, finance and/ or capital project plan management, cost analysis, capital accounting, grants accounting and/or project controls, , including three (3) years of supervisory experience.

**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 and proof of education are required for this position. Applications, job announcements, and copies of the complete job description 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. This position will remain open until filled. Applications are reviewed as received, and interviews will be scheduled for most qualified candidates. 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 EOE Employer - Minorities/Women/Disabled/Veterans.**

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

---

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.sacrt.com/Career/>

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

Position #TBD  
MANAGER/SENIOR MANAGER/DIRECTOR, GRANTS  
AND CAPITAL PROGRAMMING  
YH

---

### **Manager/Senior Manager/Director, Grants and Capital Programming Supplemental Questionnaire**

- \* 1. Please describe your specific experience with capital programming, grant funding strategy development, 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 leading a grants department that includes managers and staff analysts, as well as interacting with executive level managers regarding funding opportunities and project controls. 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.
  
- \* 4. Please indicate which position you are applying for:
  - Manager, Grants
  - Senior Manager, Grants
  - Director, Grants and Capital Programming
  - All

\* Required Question