

GRANTS AND PROGRAMMING MANAGER

STATUS: Exempt

SALARY: \$123,000 - \$188,000 per year
(\$59.14 - \$90.39 per hour)

SUMMARY

Under the general direction of the Director of Administration, EEO, the Grants and Programming Manager (GPM) is responsible for securing and managing all phases of local, state, regional and federal grant and funding programs available to the San Joaquin Regional Rail Commission (SJRRRC) and the San Joaquin Joint Powers Authority (SJJPA) for its various passenger commuter and intercity rail programs and related responsibilities. Funding sources for the SJRRRC/SJJPA are essential to cover a wide range of activities and programs, including planning studies, over \$2 Billion in capital projects, rolling stock, operations, passenger programs, clean energy transitions, community improvements and workforce development. The GPM ensures agency compliance with all requirements associated with the grant funding sources and serves as the agency liaison with all grant and funding partners. The GPM mentors, trains and supervises staff within the Grants and Programming function; and in collaboration with other offices in the agency, serves as the lead manager in the development of the agency's fiscal year capital budget.

REPRESENTATIVE DUTIES

This list is intended to indicate the general nature and level of work performed by employees within this classification and is not designed to be interpreted as an exhaustive listing of all tasks required of employees assigned to this job.

REPRESENTATIVE DUTIES IN ALL ASSIGNMENTS:

1. Coordinate with all Departments and other stakeholders on the need and timing for grant and funding submissions. The GPM regularly confers with the Director of Capital Projects to ensure project scope, costs, and schedules align with grant funding requirements and comply with grant agreements and regulations.
2. Research new grant/funding opportunities to support the ongoing and emerging Rail Commission activities. This includes both transportation-related and non-transportation grant funding sources available through state and federal



departments such as the California Energy Commission, Air Resources Board, and the US Department of Energy.

3. Manage all aspects of pre-grant/funding award functions including planning, programming, grant/funding application preparation and submission, certifications and assurances and all supporting materials. Ensure compliance with all statutes, regulations, and other federal/state grant application requirements to ensure a successful and timely award of funds.
4. Manage all aspects of post grant/funding award functions including execution, monitoring, reporting, ongoing coordination with project or program managers to ensure all grant or funding source requirements are met.
5. Coordinate with project managers to ensure timely use of funds prior to last expenditure date deadlines.
6. Actively represent the Rail Commission with all agencies involved in the planning and programming of grants and funding at the local, regional, state and federal levels. Relevant federal agencies include the Federal Transit Administration (FTA) and the Federal Railroad Administration (FRA). Relevant state entities include the California Department of Transportation (Caltrans) and the California Transportation Commission (CTC).
7. Prepare and implement detailed processes and tracking programs to support grant and funding activities.
8. Ability to interpret grant funding requirements and provide ongoing training and supervision of Grants and Programming staff to assume higher levels of responsibility.
9. Provide training and pertinent instructions to other Department staff who participate in any part of the grants or programming processes.
10. Prepare a variety of reports, presentations, and board materials.
11. Present information, proposals, and/or recommendations clearly, logically, and persuasively, including at public meetings.
12. Perform other duties as assigned or required.



QUALIFICATION GUIDE

Knowledge of:

1. State and federal passenger rail and transit laws, regulations, circulars, and policies, to comprehend and interpret grant requirements, conduct internal reviews, and update required documents.
2. Local, state and federal transportation planning (e.g., continuous, comprehensive, and cooperative) and programming (e.g., Transportation Improvement Program (TIP) procedures and funding documents.
3. Online grant applications tools such as the federal transit grants software (TrAMS), the state's grant making software (Black Cat), and other automated grant making systems.
4. Program analysis, cost/benefit evaluation, budget preparation and execution, capital and financial forecasting techniques, project management and project controls.
5. Successful grant writing techniques that effectively communicate project purpose, need and justification.
6. Effective leadership and supervisory skills, and abilities for mentoring and directing Grants and Programming staff.
7. Basic principles and procedures of record keeping.
8. Principles and practices of sound business communication.
9. Microsoft Office Suite, including Word, Excel, and PowerPoint.
10. Proficient in Business English, spelling, grammar, and punctuation. Editorial skills are highly desired.

Ability to:

1. Supervise and lead a team of transportation planners and analysts through numerous and often complex grant funding requirements.
2. Understand and manage risk reduction strategies as they relate to grants and programming.
3. Maintain a plan for managing grants and funding procedures, roles and responsibilities, and track progress from award to grant close-out.
3. Define issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions, and recommendations in accordance with grant/funding laws, regulations, rules, and policies.
4. Establish and maintain high-level relationships with funding and programming agencies. Represent the agency at high-level meetings with funding agency directors and executives.
5. Understand and interpret applicable local, state, and federal legislation.



6. Adept in maintaining an organizational structure for managing grant programs that produce results, ensures coordination, and builds accountability.
7. Ability to prepare project budgets that are feasible and compliant with grant requirements.
8. Instruct and supervise others in work procedures and practices.
9. Communicate effectively verbally and in writing.
10. Understand and follow oral and written instructions.

EDUCATION AND EXPERIENCE

Any combination of education and experience listed below provides the desired knowledge and skills that prove the candidate's ability to perform the position's duties.

Education: Minimum of Bachelor's degree in business, accounting, finance, economics, transportation planning, or related discipline is highly desired.

Experience: Minimum of seven (7) years of increasingly responsible experience in government grant writing and financial management, finance, accounting, auditing, or related field, including at least three (3) years of recent supervisory experience.

WORKING CONDITIONS/PHYSICAL ACTIVITIES

(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job.)

Positions in this class typically require:

- Work may be performed in a stressful, fast-paced office environment, depending upon assignment.
- Ability to understand verbal communication and to respond effectively.
- Reaching, grasping, feeling, talking, hearing, seeing, frequent lifting of 5-30 pounds and occasionally 30-70 pounds, and repetitive motions in computer use.
- Walking, standing and/or sitting for long periods of time.
- May be exposed to dust and/or various outdoor conditions.



Positions in this class may also include these factors:

- Hazardous physical conditions.
- Intense noise.
- Travel.

OTHER REQUIREMENTS

- Must possess and maintain a valid driver's license.
- May drive within the ACE and San Joaquins Corridors.
- May occasionally be scheduled to work weekends and/or evenings.

San Joaquin Regional Rail Commission (SJRRRC) has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

SJRRRC is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

SELECTION PROCESS

SJRRRC seeks to employ persons whose backgrounds and abilities enhance the diversity of the demographics of the community it serves. The selection process is based on merit, and shall extend to all candidates a fair, impartial examination of qualifications based on job-related criteria.

Applicants best matching the requirements of the position will be invited to take an assessment, if applicable, and an initial interview. Applicants successful in the assessment and initial interview may be asked to return for additional interviews as warranted. Candidates will be required to successfully complete a drug and alcohol test, background report and physical examination prior to appointment. All offers of employment are conditional and may be rescinded upon receipt of the results of a drug and alcohol test, background report, and/or physical examination.



TO APPLY

To view current employment opportunities or to apply, please click on the following link:

[Job Listings - San Joaquin Regional Rail Commission \(applicantpro.com\)](http://www.sjrcc.com/applicantpro.com)

Applicants must submit both a resume and employment application to be considered. Applications may be downloaded from the SJRRC website at www.sjrcc.com or picked up from the address below. Resumes and employment applications may be submitted by email to hr@acerail.com or mailed to:

San Joaquin Regional Rail Commission
Attn: Human Resources
949 East Channel Street
Stockton, CA 95202

SJRRC is an Equal Employment Opportunity (EEO) Employer. Click [here](#) to view SJRRC's EEO Policy Statement.

For more information about SJRRC, please visit www.sjrcc.com.
For more information about ACE, please visit www.acerail.com.
For more information about SJJPA, please visit www.sjjpa.com.
For more information about Amtrak San Joaquins, please visit www.amtraksanjoaquins.com.

EMPLOYEE BENEFITS PACKAGE – MIDDLE MANAGER

San Joaquin Regional Rail Commission (Rail Commission) offers an attractive benefits package, including:

Retirement: The Rail Commission contributes the equivalent of 15% of all regular full-time employee's base salary to a defined contribution plan (401(a); five-year vesting program.

Deferred Compensation: The Rail Commission contributes the equivalent of 1% middle manager level employees' base salary to a defined contribution plan (457). All regular full-time employees may contribute a portion of their salary on a tax-deferred basis to the plan, up to the maximum allowable under IRS rules.

Medical Insurance: Employees have the choice of PPO or HMO plans. The Commission pays 100% of the employee coverage and 70% of eligible dependent coverage.

Vision Insurance: PPO Plan. The Commission pays 100% of the employee coverage and 70% of eligible dependent coverage.

Dental Insurance: PPO Plan. The Rail Commission pays 100% of the employee coverage and 70% of eligible dependent coverage.

Life Insurance: 100% of base salary up to \$200,000 of coverage paid for by the Rail Commission. Employee pays 100% of dependent life. Employee Basic Life benefit is reduced to 35% at Age 65 and 15% at Age 70.

AD&D: The Rail Commission pays 100% of premium for employee.

Long-Term Disability: The Commission pays 100% of premium for employee.

Supplemental Benefits: Supplemental benefits are offered through Allstate and are paid 100% by employee.

Vacation: All regular full-time employees accrue vacation based on their continuous length of service, measured from date of hire and on the following schedule:

MIDDLE MANAGEMENT GROUP

Date of hire through the 3 rd year	10 days
4 th year through 8 th year	15 days
9 th year through 14 th year	20 days
15 th year and thereafter	25 days

Holidays: 10 paid regular holidays per year. 4 paid floating holidays per year accrued at the rate of one (1) day per fiscal quarter. Floating holidays may be accumulated up to a maximum of six (6) days.

Sick Leave: 12 days per year.

Administrative Leave: 40 hours of administrative leave per year for middle manager level positions.

Employee Assistance Program (EAP): The Rail Commission has an Employee Assistance Program (EAP) available at no cost to the employee.