



PRINCIPAL GRANTS OFFICER

FC: 000192
PB: G
FLSA: Exempt

BU: 31 (AFSCME)
Created: December 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, performs the most technical and complex tasks related to the planning, development, implementation and administration of the District's grant funding acquisition efforts; develops strategies to advocate for and secure funding for District projects; performs related duties as assigned.

CLASS CHARACTERISTICS

This is the highest level within the Grants Officer series. Classifications at this master level perform the most technical and complex duties assigned to the series. This classification may also be responsible for overseeing the work of outside contractors or assisting higher-level managerial staff in planning and evaluating the quantity and quality of work performed by subordinate staff. Master level classes such as this are an extension of the advanced journey level class representing the highest non-supervisory principal tier or specialized advanced journey level. This classification is distinguished from the Senior Manager of Grant Development in the latter is responsible for managing the District's grant programs including the negotiation and development of grant funding agreements and strategies.

REPORTS TO

Senior Manager of Grant Development or designee

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Participates in the complex planning, development and implementation of the District's external work to advocate for and secure grant funding.
2. Oversees the development of grant strategies for potential projects; monitors and coordinates complex grant funding opportunities; creates and manages overall grant funding plans.
3. Represents the District at a variety of external transportation related meetings.
4. Monitors and coordinates grant funding opportunities and establishes grant funding agreements; creates and manages overall grant funding plans; manages multiple grants to ensure all expenses are allocated properly.

5. Assists management and Board members to develop strategies and responses to issues and funding opportunities; responds to grant planning and development requests from Board members, management, and various external stakeholders; coordinates projects with internal planning and external staff to align grant applications and funding.
6. Participates in the development of policies and procedures; makes recommendations for changes and improvements to existing standards and procedures; monitors work activities to ensure compliance with established policies and procedures; implements approved policies and procedures.
7. Prepares and presents project and funding updates to external partners; prepares analytical and statistical reports and presentations on operations and activities for internal departments and external agencies; conducts complex technical analysis on current issues and trends; identifies resource needs and makes recommendations for change and improvements to existing standards and procedures.
8. Provides oversight on funding of grant projects; identifies grant funding costs and sources; compiles actual project costs; performs financial, statistical and comparative analysis of actual and budgeted costs and projects cash flow requirements; conducts specialized analyses and studies related to the District's grant planning, development and implementation process.
9. Participates in the preparation and administration of District-wide grant funded budgets; compiles and analyzes budget data; coordinates activities within other divisions and departments.
10. Participates in the selection of assigned staff; provides or coordinates staff training.
11. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of financial analysis and program management.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a comprehensive budget and financial control program
- Principles of supervision, training and performance evaluation
- Principles of financial and operational analysis
- Financial, statistical and comparative analysis techniques and formulas
- Principles and practices of project budget development, administration and control
- Principles and practices of financial project management and scheduling
- Methods and techniques for assessing performance against established objectives
- Current office procedures, methods and equipment including computers
- Applicable computer software applications
- Related Federal, State and local laws, codes and regulations

Skill in:

- Performing complex financial, statistical, comparative and management analyses

Principal Grants Officer

Page 3

- Establishing and implementing procedures for budget and project control
- Identifying funding sources for proposed and current projects
- Performing accurate complex financial calculations
- Developing, organizing and maintaining accurate financial records
- Interpreting complex computerized records and reports
- Interpreting complex contract provisions and change orders
- Interpreting and explaining District policies and procedures
- Preparing clear and concise financial and administrative reports
- Operating office equipment including computers and supporting word processing and spreadsheet applications
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in public policy, public administration, business administration, finance, or a closely related field from an accredited college or university.

Experience:

Four (4) years of (full-time equivalent) verifiable professional grant development and planning experience including budgetary or financial analysis experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

BART EEO-1 Job Group: 3500 – Professionals
Census Code: 0710 – Management Analysts
Safety Sensitive: No