



Budget Grants and Projects Manager

Summary

Acquire grants for transportation, public facilities, and other related areas; track department budget, conduct studies, prepare reports, and advise public and private sector administrators on feasibility, cost effectiveness, and regulatory conformance of proposals for special projects or ongoing programs in such fields as transportation, public facilities or other related areas.

Class Characteristics

General direction is provided by the Public Works Director; responsibilities include the direct and indirect supervision of lower level professional, technical, and clerical personnel. Employee assists in formulating long-range goals in the areas of public transportation or other related areas, and in developing plans for accomplishing these goals

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Research, prepare, acquire, and manage grants for transportation, public facilities, and other related areas in the Public Works Department; organize data from all related sources.

Initiate and submit grant applications for public transportation and other related projects; secure grant funding and designate funds for appropriate expense. Track and monitor project funding.

Consult with administrator or planning council to discuss overall intent of programs or projects, and determine broad guidelines for studies.

Review and evaluate materials provided with proposals such as environmental impact statements, construction specifications, or equipment, budget or staffing estimates, to determine additional data requirements.

Conduct field investigations, economic or public opinion surveys, demographic studies, or other research to gather required information. Maintain collection of socioeconomic, environmental, and regulatory data related to agency functions, for use by planning and administrative personnel in government and private sectors.

Evaluate information to determine feasibility of proposals or to identify factors requiring amendment. Develop alternate plans for program or project, incorporate recommendations for review.

Assist in the preparation, review, and tracking of budget based on anticipated needs of the department.

Perform related duties as assigned.

Skills/Abilities:

Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.

Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Effectively present information to management, public groups, and/or City Councils.

Apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Understand and define problems, collect data, establish facts, and draw valid conclusions.

Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee will be frequently required to sit and talk and hear. The employee will be required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, enter data into a terminal, personal computer or keyboard device; operate office equipment requiring repetitive arm/hand movement. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Methods and techniques of field data collection, tabulation, and analysis.

Federal, state, and local regulatory requirements, including applicable traffic and zoning codes, ordinances, regulations, and guidelines; principles of grant funding application and administration.

Principles and practices of sound financial and contract management.

Computer application such as Microsoft Office.

Principles and practices of employee supervision, including selection, training, work organization, evaluation, and discipline.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree with major work in public administration, business administration, construction management, or related field. A Master's degree is highly desirable.

Experience:

Five years related experience and/or training.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Established: 07/00

Resolution #:

Revised: 06/30/06

Department: Public Works

FLSA Status: Exempt