

AC TRANSIT

invites applications for the position of:

Senior Capital Planning Specialist

SALARY: \$3,987.15 - \$4,758.42 Biweekly

\$8,638.83 - \$10,309.92 Monthly

\$103,666.00 - \$123,719.00 Annually

OPENING DATE: 05/29/18

CLOSING DATE: 07/06/18 11:59 PM

SUMMARY:

AC Transit is actively recruiting for the position of Senior Capital Planning Specialist. Under general direction, provides professional financial and analytical support to develop capital funding plans, and administer grants. Some duties in this classification involve assessing legislation and maintaining on-going relationships between the District and external funding agencies and transit associations to advocate for funding and legislation that facilitates the improvement of transit services provided by the District.

This is an excellent opportunity to work at one of the largest bus agencies in California. In addition to working with some of the best in the business, AC Transit also has an excellent benefits package that includes pension, medical, dental and vision coverage, flexible spending and a 457 savings plan.

Benefits: All employees hired on or after January 1, 2016, will be in the District's Tier II pension plan covered by the Public Employees' Pension Reform Act of 2013 (PEPRA). As such, he/she may be required to contribute 6% or more of annual income towards the cost of his/hers District pension.

REPRESENTATIVE FUNCTIONS:

- Maintains and coordinates current capital planning programs including grants administration and conducts studies and analysis.
- Performs complex and difficult capital planning and grants administration studies in support of the capital development and long-term planning process.
- Reviews and analyzes federal, state, and regional laws, regulations, and processes and identifies potential impact on District finances and operations.
- Coordinates and maintains the capital planning process, including the oversight and preparation of capital planning documentation for specific funding programs, the District's federal funding program, and the preparation of assigned financial elements of the short- and long-range capital plans.
- Prepares capital and operational funding applications, amendments and revisions; researches new sources of funding; and prepares reports and correspondence.
- Represents the Capital Planning and Grants department on project development and implementation teams.
- Acts as District liaison and representative on outside funding task forces and committees.
- May exercise technical and functional supervision over professional and office support staff.
- Develops and maintains ongoing relationships between the District and external funding and transit associations, including county, regional, and federal funding agencies.
- Compiles and disseminates information about state and federal legislation and provides financial and/or policy analysis on federal and state regulatory language and mandates, and other issues that affect the District or public transit.
- Represents the District at funding agencies and transit associations, as needed.
- Prepares database submittal in on-line financial, project management, and project tracking software.
- Performs related duties, as required.

MINIMUM QUALIFICATIONS:

Education: A Bachelor's Degree from an accredited college or university in public administration, public policy, transportation planning, or a directly related field. A Master's degree in a related field is preferred.

Highly Desirable: Educational background in urban/city planning and/or finance.

Experience: Four (4) years of increasingly responsible experience performing professional administrative support work such as financial analysis, capital or transportation planning, and/or grants administration.

ADDITIONAL INFORMATION:

Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in order to travel to and attend meetings and events.

Knowledge Of: Public transportation related policies, needs, issues, constraints and trends; local, county, regional, and state transportation and government agencies, and their lines of communication, planning, and funding processes; principles and practices of general public administration, government and policy development, financial analysis including cost/benefit analysis, grants administration, and capital planning; research and report preparation; project management; contract administration and compliance; pertinent local, state and federal rules, regulations and laws; current office procedures and methods; and computer equipment and applicable computer software programs.

Ability To: Work independently; communicate effectively both orally and in writing; analyze legislative and regulatory language; prepare reports; identify and interpret technical, financial and grant related information; monitor and problem solve operational and technical policy and procedures; prepare complex financial and analytical reports and grants; research, analyze and evaluate a variety of data including financial, organizational, administrative and operational; effectively coordinate multiple projects and studies and meet multiple deadlines; and build and maintain positive working relationships with those contacted in the course of work using principles of excellent customer service.

THIS POSITION IS A UNION POSITION, REPRESENTED BY AFSCME

The Selection Process: The Human Resources department must receive a completed online application by the filling date. If this recruitment is "Continuous," it may be closed at any time without notice. Applications will be screened for job related qualifications, and those candidates who best meeting the qualifications listed on this Job Announcement will be invited to participate in an examination process that may include written, oral and/or performance segments. Current District employees must have satisfactory attendance and performance records up to and throughout the recruitment process. Finalists will be placed on a ranked Eligibility List. When filling vacancies, the Human Resources Department will refer the top candidates to the hiring department for final screening and recommendation. Per Board Policy, selected candidates may require background checks performed on their criminal and/or financial records.

ADA Compliant and Drug Free Workplace: The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities. If you have a need for an accommodation, please call the Recruitment/Employment Administrator at (510) 891-4783, or TDD (800) 448-9790 for the hearing impaired.

The Alameda Contra Costa Transit District has established the goal of a 100 percent drug and alcohol-free workplace. Applicants will be required to undergo drug and alcohol testing prior to employment and those in safety sensitive positions will be subject to further drug and alcohol testing through their period of employment, including random drug and alcohol testing.

For full application instructions and position description, visit <http://apptrkr.com/1242154>

Equal Opportunity Employer