

Title: Capital and Project Control Administrator

FLSA Status: Exempt

BRIEF DESCRIPTION:

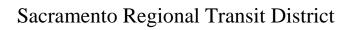
This purpose of this position is to develop and administer the District's Capital Improvement Plan (CIP), Capital Budget, and Project Controls. This position also identifies funding sources to support existing and planned District activities, as well as develops proposals, writes project descriptions, compiles information required by third party entities and submits grant applications. This position also coordinates with intergovernmental agencies with State, regional, and county transportation and funding plans and programs. This is accomplished by developing the District's Capital Improvement Plan, annual Capital Budget, keeping strong project controls, close coordination with intergovernmental planning and funding agencies, and developing funding applications. This position reports to the Director, Office Management & Budget and works closely with many District departments as well as numerous outside agencies.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or	Exerting up to 20 lbs. occasionally; 10 lbs.	Exerting 20-50 lbs. occasionally; 10-25	Exerting 50-100 lbs. occasionally; 10-25	Exerting over 100 lbs. occasionally; 50-100
negligible weights frequently; sitting most of the time.	frequently; or negligible amounts constantly; OR requires walking or	lbs. frequently; or up to 10 lbs. constantly.	lbs. frequently; or up to 10-20 lbs. constantly.	lbs. frequently; or up to 20-50 lbs. constantly.
	standing to a significant degree.			

# Code	Essential Functions
1 S	 Maintains and develops capital project databases and related software. Provides timely, accurate, and concise ad-hoc budgetary and financial analysis. Participates on the Capital Programming Committee and provides information to project managers and committee members. Gathers project information from project managers to include in Capital Improvement Program
2 S	 Prepares reports on capital projects and sources of funds. Plans, organizes, and coordinates the implementation of project controls for new and ongoing capital projects. Interprets and communicates capital project requirements and participates with project managers with developing project budgets and timelines, including cost control policies, procedures, and process improvements. Monitors and analyzes capital project budgets, monitors of sources of funds, invoices, purchase orders, expenditures, and timelines. Prepares, or assists in preparing periodic reports of project status and actual expenditures, to ensure continued capital funding. Participates in pre-bid and pre-construction meetings and negotiations. Assists project management staff in formulating new and revised specifications for capital projects and facilities. Reviews contracts for adequacy and completeness of project and quality control





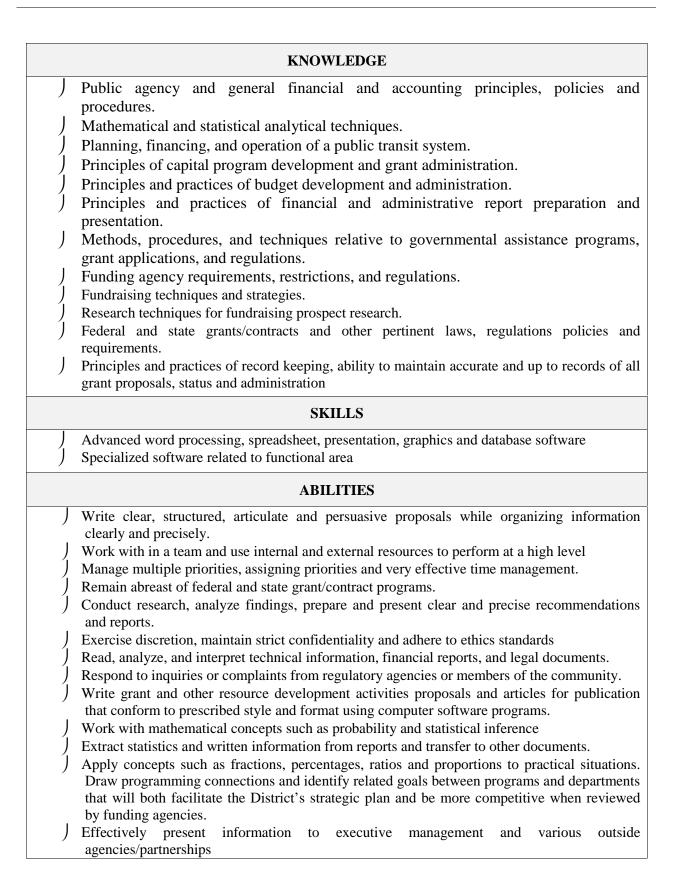
		requirements.
3	S	 Identifies funding availability through existing programs and new opportunities. Work with district staff and outside agencies to write grant applications and supporting documents. Evaluates the feasibility of obtaining funding for proposed projects. Works with grants unit to ensure compliance with federal, state, and local regulations and funding source requirements. Advocates for and represents the District at various stages in the regional transportation planning process. Keeps a master database for all grants opportunities and grants obtained.
4	S	 Working with District staff and outside agencies, updates the District's relevant portions of any State or Regional Transportation Program. Assists with the Transportation Asset Management Plan.



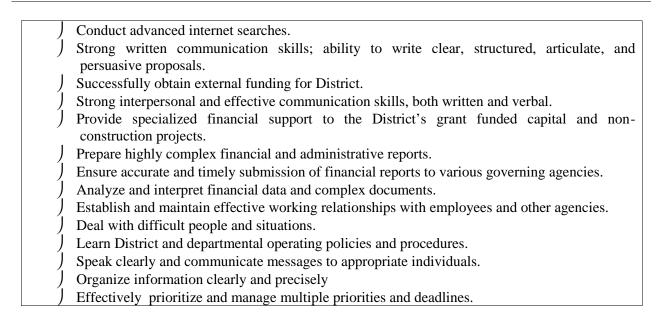
JOB REQUIREMENTS:

	-Description of Minimum Job Requirements-
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree
	Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.
Experience	Minimum of five (5) years' experience in grants writing, capital project plan management, cost analysis, capital accounting, grants accounting and/or project controls.
Supervision	Work involves complex problem solving and mediating highly conflicting, unexpected and unusual problems involving multiple groups. Applies broad management responsibility for a large program or set of related functions. Provides direct and indirect supervision to lower level personnel.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance is reviewed periodically.
Technical Skills	Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.
Reading	Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	











OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary X	Light-	Medium	Heavy	Very Heavy	
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.	

PHYSICAL DEMANDS:

С	F	0	R	N
Continuously	Frequently	Occasionally	Rarely	Never
2/3 or more of the	From 1/3 to 2/3 of the	Up to $1/3$ of the time.	Less than 1 hour per	Never occurs.
time.	time.		week.	

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-		
Standing	O	Making presentations, observing work duties, communicating		
		with co-workers		
Sitting	С	Desk work, meetings		
Walking	О	To other departments/offices/office equipment, around work		
		site		
Lifting	R	Files, supplies, equipment		
Carrying	R	Files, supplies, equipment		
Pushing/Pulling	R	File drawers, tables and chairs		
Reaching	O	For supplies, for files		
Handling	О	Paperwork		
Fine Dexterity	F	Computer keyboard, calculator, telephone pad		
Kneeling	R	Filing in lower drawers, retrieving items from lower shelves/ground		
Crouching	R	Filing in lower drawers		
Crawling	N			
Bending	R	Filing in lower drawers, retrieving items from lower shelves/ground		
Twisting	F	From computer to telephone		
Climbing	R	Stairs; step stools		
Balancing	N	·		
Vision	С	Reading, computer screen		
Hearing	О	Communicating with co-workers and public and on telephone		
Talking	С	Communicating with co-workers and public and on telephone		
Foot Controls	N			
Other				
(specified if applicable)				

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, scanner, copier, personal/district vehicle, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C	F	О	R	N	
Continuously	Frequently	Occasionally	Rarely	Never	D

D	W	M	S	N
Daily	Several	Several Times	Seasonally	Never
	Times Per	Per Month		
	Week			

-Health and Safety Factors-			
Mechanical Hazards	N		
Chemical Hazards	N		
Electrical Hazards	N		
Fire Hazards	N		
Explosives	N		
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 below)	N		

-Environmental Factors-			
Respiratory Hazards	N		
Extreme Temperatures	N		
Noise and Vibration	N		
Wetness/Humidity	N		
Physical Hazards	N		

Date Established: 12/2018

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

F	O	R	N
Frequently	Occasionally	Rarely	Never
From $1/3$ to $2/3$ of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



CLASS HISTORY:

Adopted: 12/2018

Revised: Title Change: Maintenance Update: Abolished:

Job Key: TBD