



**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 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. |

| # | Code | Essential Functions   |
|---|------|---|
| 1 | S    | <ul style="list-style-type: none"> <li>) Maintains and develops capital project databases and related software.</li> <li>) Provides timely, accurate, and concise ad-hoc budgetary and financial analysis.</li> <li>) Participates on the Capital Programming Committee and provides information to project managers and committee members.</li> <li>) Gathers project information from project managers to include in Capital Improvement Program</li> <li>) Prepares reports on capital projects and sources of funds.</li> </ul>   |
| 2 | S    | <ul style="list-style-type: none"> <li>) Plans, organizes, and coordinates the implementation of project controls for new and ongoing capital projects.</li> <li>) 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.</li> <li>) Monitors and analyzes capital project budgets, monitors of sources of funds, invoices, purchase orders, expenditures, and timelines.</li> <li>) Prepares, or assists in preparing periodic reports of project status and actual expenditures, to ensure continued capital funding.</li> <li>) Participates in pre-bid and pre-construction meetings and negotiations.</li> <li>) Assists project management staff in formulating new and revised specifications for capital projects and facilities.</li> <li>) Reviews contracts for adequacy and completeness of project and quality control</li> </ul> |



|   |   |   |   |
|---|---|---|---|
|   |   |   | 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                          | <p>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</p> <p>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.</p> |
| Experience                                | <p>Minimum of five (5) years' experience in grants writing, capital project plan management, cost analysis, capital accounting, grants accounting and/or project controls.</p>   |
| Supervision                               | <p>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.</p>  |
| Human Collaboration Skills                | <p>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.</p>  |
| Freedom to Act                            | <p>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.</p>   |
| Technical Skills                          | <p>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.</p>   |
| Fiscal Responsibility                     | <p>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.</p>  |
| Reading                                   | <p>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.</p>  |
| Math                                      | <p>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.</p>  |
| Writing                                   | <p>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.</p>  |
| Certification & Other Requirements        |  |



| <b>KNOWLEDGE</b>   |  |
|--|--|
| <ul style="list-style-type: none"> <li>) Public agency and general financial and accounting principles, policies and procedures.</li> <li>) Mathematical and statistical analytical techniques.</li> <li>) Planning, financing, and operation of a public transit system.</li> <li>) Principles of capital program development and grant administration.</li> <li>) Principles and practices of budget development and administration.</li> <li>) Principles and practices of financial and administrative report preparation and presentation.</li> <li>) Methods, procedures, and techniques relative to governmental assistance programs, grant applications, and regulations.</li> <li>) Funding agency requirements, restrictions, and regulations.</li> <li>) Fundraising techniques and strategies.</li> <li>) Research techniques for fundraising prospect research.</li> <li>) Federal and state grants/contracts and other pertinent laws, regulations policies and requirements.</li> <li>) Principles and practices of record keeping, ability to maintain accurate and up to records of all grant proposals, status and administration</li> </ul>   |  |
| <b>SKILLS</b>  |  |
| <ul style="list-style-type: none"> <li>) Advanced word processing, spreadsheet, presentation, graphics and database software</li> <li>) Specialized software related to functional area</li> </ul>   |  |
| <b>ABILITIES</b>   |  |
| <ul style="list-style-type: none"> <li>) Write clear, structured, articulate and persuasive proposals while organizing information clearly and precisely.</li> <li>) Work with in a team and use internal and external resources to perform at a high level</li> <li>) Manage multiple priorities, assigning priorities and very effective time management.</li> <li>) Remain abreast of federal and state grant/contract programs.</li> <li>) Conduct research, analyze findings, prepare and present clear and precise recommendations and reports.</li> <li>) Exercise discretion, maintain strict confidentiality and adhere to ethics standards</li> <li>) Read, analyze, and interpret technical information, financial reports, and legal documents.</li> <li>) Respond to inquiries or complaints from regulatory agencies or members of the community.</li> <li>) Write grant and other resource development activities proposals and articles for publication that conform to prescribed style and format using computer software programs.</li> <li>) Work with mathematical concepts such as probability and statistical inference</li> <li>) Extract statistics and written information from reports and transfer to other documents.</li> <li>) Apply concepts such as fractions, percentages, ratios and proportions to practical situations. Draw programming connections and identify related goals between programs and departments that will both facilitate the District's strategic plan and be more competitive when reviewed by funding agencies.</li> <li>) Effectively present information to executive management and various outside agencies/partnerships</li> </ul> |  |



- ) Conduct advanced internet searches.
- ) Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- ) Successfully obtain external funding for District.
- ) Strong interpersonal and effective communication skills, both written and verbal.
- ) Provide specialized financial support to the District's grant funded capital and non-construction projects.
- ) Prepare highly complex financial and administrative reports.
- ) Ensure accurate and timely submission of financial reports to various governing agencies.
- ) Analyze and interpret financial data and complex documents.
- ) Establish and maintain effective working relationships with employees and other agencies.
- ) Deal with difficult people and situations.
- ) Learn District and departmental operating policies and procedures.
- ) Speak clearly and communicate messages to appropriate individuals.
- ) Organize information clearly and precisely
- ) Effectively prioritize and manage multiple priorities and deadlines.



**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. | X | 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:**

| C  | F  | O                                      | R                                    | N                      |
|--|--|--|--------------------------------------|------------------------|
| Continuously<br>2/3 or more of the time. | Frequently<br>From 1/3 to 2/3 of the time. | Occasionally<br>Up to 1/3 of the time. | Rarely<br>Less than 1 hour per week. | Never<br>Never occurs. |

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                            | C           | Desk work, meetings  |
| Walking                            | O           | 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                           | O           | 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                             | C           | Reading, computer screen   |
| Hearing                            | O           | Communicating with co-workers and public and on telephone                  |
| Talking                            | C           | Communicating with co-workers and public and on telephone                  |
| Foot Controls                      | N           |  |
| Other<br>(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:**

|                          |                        |                          |                    |                   |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|
| <b>C</b><br>Continuously | <b>F</b><br>Frequently | <b>O</b><br>Occasionally | <b>R</b><br>Rarely | <b>N</b><br>Never |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|

|                   |                                    |                                     |                        |                   |
|-------------------|------------------------------------|-------------------------------------|------------------------|-------------------|
| <b>D</b><br>Daily | <b>W</b><br>Several Times Per Week | <b>M</b><br>Several Times Per Month | <b>S</b><br>Seasonally | <b>N</b><br>Never |
|-------------------|------------------------------------|-------------------------------------|------------------------|-------------------|

| -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 |

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:** None

**NON-PHYSICAL DEMANDS:**

|   |   |   |                                   |
|---|---|---|-----------------------------------|
| <b>F</b><br>Frequently<br>From 1/3 to 2/3 of the time | <b>O</b><br>Occasionally<br>Up to 1/3 of the time | <b>R</b><br>Rarely<br>Less than 1 hour per week | <b>N</b><br>Never<br>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.



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**CLASS HISTORY:**

Adopted: 12/2018  
Revised:  
Title Change:  
Maintenance  
Update:  
Abolished:  
Job Key: TBD