



## MANAGER OF BUDGET AND ADMINISTRATION, CAPITOL CORRIDOR

JC: 000299  
PB: AFI  
FLSA: Exempt

BU: 31 (AFSCME)  
Created: July 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 direction, manages, supervises and administers the administrative, operating, and capital budgets and activities for the Capitol Corridor Joint Powers Authority (CCJPA); reports financial and budgetary information to senior management; coordinates with funding agencies for grant compliance and required approvals; coordinates assigned activities with other divisions and departments; provides complex administrative, procurement, and other high level support to senior management; coordinates with support functions within BART including board, budget, accounting, facilities, human resources, and information technology; provides CCJPA Board support and oversight; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the first level full supervisory/managerial classification responsible for managing the budget and administration activities for Capitol Corridor administrative, operating, and capital projects, which includes managing the development, administration, and expenditures of grant funds, and ensuring compliance with budgets and schedules. Incumbents are responsible for overseeing the work of professional level financial staff responsible for financial analysis and project control work. This classification is distinguished from the Managing Director of Capitol Corridor in that the latter are responsible for all activities and operations of the department.

### **REPORTS TO**

Managing Director of Capitol Corridor or designee.

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

1. Develops, manages, and administers administrative, operating, and capital budget funding administration activities for the Capitol Corridor department, including budget administration and grant funding compliance for rail operations (primarily Amtrak) and the Capitol Corridor Joint Powers Authority (CCJPA) administrative, marketing, and call center budgets.
2. Manages and oversees capital budget and grant funding activities to ensure compliance with associated funding approvals, grant agreements and federal, state and local regulations (e.g. Caltrans, CalSTA, California Transportation Commission); monitors and reviews status of capital budget and grant funding sources; identifies and resolves capital budget and grant funding issues; provides reports to senior management to support budget and grant funding actions.

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3. Reviews and approves budget and grant funding procurement expenditures within scope of authority, including invoices, purchase requisitions, and contract actions.
4. Develops and administers the department's annual budget; participates in grant funding forecast for staffing, equipment, materials and supplies; monitors and approves expenditures.
5. Coordination with BART support functions for general administrative functions provided to CCJPA as prescribed in the Administrative Services Agreement between BART and the CCJPA Board (Board, facilities, HR, budget, accounting, IT, procurement, etc.).
6. Acts as CCJPA internal procurement specialist and coordinates with BART procurement support as needed to support CCJPA activities.
7. Provides oversight and support for the CCJPA Board.
8. Participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
9. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
10. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
11. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of funding and administration.
12. Provides complex administrative support to senior management.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operational characteristics, services and activities of an operating budget project control program
- Operational characteristics, services and activities of a capital budget project control program including grant agreement development and compliance, and capital project control analysis
- Principles and practices of financial systems management and business processes
- Principles and practices of program development and administration
- Principles and practices of general, fund, and government accounting
- Methods and techniques of procurement activities
- Methods and techniques of financial analysis
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Specialized financial computer applications
- Principles and practices of project materials and equipment procurement
- Related Federal, State and local laws, codes and regulations

**Skill in:**

- Overseeing and participating in the management of a comprehensive operating budget
- Overseeing and participating in the budget management of a comprehensive capital program
- Participating in the development and administration of division goals, objectives and procedures
- Performing project/program financial analysis on cash flows, forecasts, and audits
- Preparing financial reports, studies, and documents
- Preparing clear and concise administrative and financial reports
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Selecting, supervising, training and evaluating subordinate co-workers
- Partnering and collaborating with a broad range of peers and stakeholders for joint initiatives, coordinating participation and buy-in
- Interpreting and applying Federal, State and local policies, laws and regulations
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Working closely with a Board of Directors and other elected officials

**MINIMUM QUALIFICATIONS**

**Education:**

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

**Experience:**

Five (5) years of (full-time equivalent) verifiable professional experience in operating or capital budgets, grant development or financial management administration, which must have included at least one (1) year of administrative/supervisory experience.

**Substitution:**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Requires maintaining physical condition necessary for walking, standing and sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 1500 – Supervisors/Other  
**Census Code:** 0820 – Budget Analysts  
**Safety Sensitive:** No