



MANAGER OF CAPITAL PROJECT CONTROL

JC: FF116

BU: 95 (NR)

PG: 9

FLSA: Exempt

*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 general direction, directs, manages, supervises and coordinates the activities and operations of the Capital Budget Funds Management (CBFM) Division in the Performance & Budget Executive Office; including overseeing capital financial systems management, grant/funding agreement compliance, control of capital funding sources and authorized capital budget administration; coordinates assigned activities with other divisions, departments and outside agencies; provides highly responsible and complex administrative support; and performs other duties as assigned.

CLASS CHARACTERISTICS

This classification manages the activities and operations of the CBFM, which includes managing the appropriate development, administration, and expenditures of the District's capital funds; and ensuring compliance with funding source regulations, project budgets, and schedules. The Manager of Capital Project Control classification is distinguished from the Manager of Operating Budgets classification in that the former performs duties associated with capital funding and budgets whereas the latter performs duties associated with operating budgets.

REPORTS TO

Director of Budgets or designee

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

1. Assumes management responsibility for assigned services and activities of the CBFM Division, including monitoring capital funding sources, capital program financial administration, and authorized capital budget controls.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. 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.

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5. Monitors and reviews status of District capital funding sources; reviews and takes corrective action on funding issues.
6. Coordinates and provides funding information to the Performance & Budget Executive Office in order to support capital project funding actions; oversees distribution of reports to project support staff.
7. Supports staff from the Funding Strategy Department to develop and submit grant applications, coordinates initiation of awarded grants in the District's financial system, and ensures appropriate compliance with all grants rules and regulations during the award period.
8. Oversees monitoring and reporting for grants and funding awarded to the District in coordination with the Manager of Grants & Funding Advocacy.
9. Approves capital procurement expenditures within scope of authority, including invoices, purchase requisitions, and contract actions.
10. Oversees data integration and distribution of Capital/Grant Compliance Project Control Reports to the District, including project managers, engineers, administrative and financial support staff, and information technology professionals.
11. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon District operations; recommends and implements equipment, practice, and procedural and enterprise system improvements.
12. Analyzes and monitors the execution of approved capital project scopes of work and related activities for compliance with associated funding approvals, grant agreements and federal, state, and local regulations; verifies and certifies that use of funds is in accordance with prevailing agency guidelines.
13. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
14. Oversees and participates in the development and administration of the department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
15. Serves as a liaison for the Performance & Budget Executive Office with other divisions, departments, executive offices, and outside agencies; negotiates and resolves sensitive and controversial issues.
16. Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
17. Provides staff assistance to the Director of Budgets and Assistant General Manager, Performance & Budget.

18. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to capital development programs, policies, and procedures as appropriate; prepares ad hoc queries and reports to support business unit decision-making.
19. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of capital development and funding.
20. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services, and activities of a capital 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 capital procurement and acquisition 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 District accounting
- 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 capital project control program
- Overseeing, directing, and coordinating the work of lower-level staff
- Selecting, supervising, training, and evaluating staff
- 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 and administering large program budgets
- 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
- Researching, analyzing, and evaluating new service delivery methods and techniques
- 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

MINIMUM QUALIFICATIONS:

Education

Possession of a bachelor's degree in Business Administration, Public Administration, Accounting, Economics, or a related field from an accredited college or university.

Experience

The equivalent of five (5) years of full-time professional level experience in capital program and grant development or financial management or a closely related field, which must have included at least two (2) years of supervisory experience.

Substitution

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college 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: 0500 – Executives/Managers

Census Code: 0120 – Financial Managers

Safety Sensitive: No

CLASSIFICATION HISTORY

Created:

Revised: November 16, 2004

May 2023

Reviewed: