



## MANAGER OF CAPITAL PROJECT SUPPORT

JC: 000174  
PB: I  
FLSA: Exempt

BU: 31 (AFSCME)  
Created: June 2018

*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 coordinates the capital project control and financial administration activities for engineering projects within a department; reports capital project financial and budgetary information to senior management; coordinates assigned activities with other divisions and departments; provides complex administrative support to the senior management; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the first level full supervisory/managerial classification responsible for managing the project control and administration activities for engineering projects, which includes managing the development, administration and expenditures of capital funds, and ensures 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 class is distinguished from full-scope managerial classifications in that the latter are responsible for all activities and operations of the department.

### **REPORTS TO**

Assigned Department or Senior Manager or his/her designee.

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

1. Manages capital project control and financial administration activities for engineering projects, including monitoring capital funding sources, capital program financial administration, and authorized capital budget controls.
2. 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 for Maintenance & Engineering department; verifies and certifies that use of funds is in accordance with prevailing agency guidelines.
3. Monitors and reviews status of department capital funding sources; reviews and takes corrective action on funding issues; coordinates and provides funding information to senior management to support capital project funding actions; oversees distribution of reports to project support staff.

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4. Oversees the approval of capital procurement expenditures within scope of authority, including invoices, purchase requisitions, and contract actions.
5. Participates in the development and administration of the department's annual capital budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
6. Participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
7. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
8. 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.
9. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
10. 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.
11. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of capital development and funding.
12. Responds to, negotiates and resolves controversial, difficult and sensitive citizen inquiries and complaints.
13. Provides staff assistance to senior management.

### **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.

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Related Federal, State and local laws, codes and regulations.

### **Skill in:**

Overseeing and participating in the financial 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:**

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 capital program and grant development or financial management experience 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 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.

**EEO-1 BART Job Group:** 1500 – Supervisors/Other

**Safety Sensitive:** No