



## MANAGER OF CAPITAL PROJECT CONTROL

FC: FF116  
PB: 09

PC: 930  
BU: 95

Revised: November 16, 2004

*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**

Directs, manages, supervises and coordinates the activities and operations of the Capital/Grant Compliance Control Division within the Capital Development and Control Department including 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 complex administrative support to the Department Manager, Capital Development and Control; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This classification manages the activities and operations of the Capital/Grant Project Control Division which includes managing the development, administration and expenditures of the District's capital funds, and ensures compliance with budgets and schedules. This class is distinguished from the Department Manager of Capital Development and Control in that the latter is responsible for all activities and operations of the Capital Development and Control Department.

### **REPORTS TO**

This position reports to the Department Manager, Capital Development and Control.

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

1. Assumes management responsibility for assigned services and activities of the Capital/Grant Compliance Control Division including monitoring capital funding sources, capital program financial administration, and authorized capital budget controls.

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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.
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 Capital Budgets Division in order to support capital project funding actions; oversees distribution of reports to project support staff.
7. Oversees preparation of grant application budgets and related project scope of work; coordinates grant agreement with external audit agencies.
8. Approves capital procurement expenditures within scope of authority, including invoices, purchase requisitions, and contract actions.
9. Oversees distribution of Capital/Grant Compliance Project Control Reports and data integration to the District, including project managers, engineers, administrative support staff, and Information Technology Department.
10. 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.
11. 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.
12. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

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13. 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.
14. Serves as the liaison for the Capital/Grant Compliance Project Control Division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
15. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
16. Provides staff assistance to the Department Manager, Capital Development and Control.
17. 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.
18. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of capital development and funding.
19. 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:**

A Bachelor's degree in business administration, public administration, accounting, 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 administrative and/or 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.

**EEOC Code: 02**