THE CITY OF MONTEBELLO INVITES APPLICATIONS FOR THE POSITION OF:

TRANSIT GRANTS & PROJECTS ADMINISTRATOR

Monthly Salary Range

$5,402 - $6,570

Application Deadline

Thursday, May 01, 2014

by 5:30 p.m.

A completed City application, supplemental application and resume must be received by the Dept. of Human Resources, City Hall, 1600 West Beverly Blvd., Montebello, CA 90640 by 5:30 P.M., **Thursday, May 01, 2014.**

Request an application package by calling the Job Line at (323) 887-1380 or on our website **www.cityofmontebello.com**

To request a writable City Application e-mail nmooshagian@cityofmontebello.com

Applications received after the filing deadline, incomplete or faxed applications, and resumes submitted in lieu of an application will not be considered.

SELECTION PROCEDURE

All applications will be reviewed and those applicants with the best job-related qualifications will be invited to participate in the examination process.

The Position

Under general supervision to plan, coordinate and monitor the designated operating programs and/or capital projects for the Transportation department; to apply for, report on and manage Federal grant funds and other available grants; to organize, research, and analyze information for various projects and programs; act as a liaison with other City departments, LACMTA (Metro), Southern California Association of Governments (SCAG), Federal Transit Administration (FTA), government and contract agencies in project development and completion; prepare written reports and oral presentations; and to perform related work as required.

This is a high-level staff support position with general responsibility for the planning, organization, development, budgeting, and completion of multiple complex projects. Considerable initiative and independent judgment is required to facilitate and complete projects. May represent the interests of the City on substantive policy issues and make commitments within established guidelines. May perform supervisory duties as assigned.

Duties include but are not limited to:

Plans, coordinates, and monitors operating programs and transit capital projects ensuring that Federal grant and other available grant guidelines and requirements are met; applies for, reports on and manages grant funds; reviews literature dealing with funds available through grants from governmental agencies to determine feasibility in developing programs to supplement department budget allocations; plans, coordinates, and monitors activities of designated projects to ensure that goals and objectives of project are accomplished; assists procurement staff review project proposals and planning to determine time frame, funding limitations, procedures for accomplishing project, and allotment of available resources to various phases of project; manages grant funds, covers cost increases and operating deficits; conducts and responds to applicable audits; manages financials and meets FTA standards for financial reporting, accounting records, internal control, budget control, allowable cost, source documentation and cash management; track grant balances, request draw-downs of federal funds, report financial data to FTA and close-out grants; monitors, analyzes and makes recommendations concerning legislation affecting the department and its operation; coordinates project activities with governmental regulatory agencies or other agencies; may meet with representatives of funding sources to work out final details of proposal; maintains a record/database of current regulations and specifications as a reference for compliance with various legal requirements.

The complete City Council adopted position specification is available upon request.

EMPLOYMENT STANDARDS

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited "four" year college or university with major course work in political science, planning, public administration, transportation or closely related field.

Work Background: Four years of progressively responsible and varied administrative support experience, including two years in a governmental agency.

Special Requirements:

Possession of an appropriate California driver's license.

CITY OF MONTEBELLO
TRANSIT GRANTS & PROJECTS ADMINISTRATOR

Knowledge of:

- Modern principles, practices and techniques of grant application and administration, and program and project management.
- Principles of supervision and training.
- Basic concepts of public administration in a municipal government.
- Computer applications related to grant and project administration.
- Proper English usage, spelling, grammar, and punctuation.
- Budget development, preparation and administration.
- Research methods and procedures.

Ability to:

- Develop, coordinate and monitor grants and assigned programs and projects.
- Provide supervision, training, and evaluation for staff.
- Skillfully use a computer and software programs.
- Prepare a variety of reports and presentations.
- Research, collect, and analyze information related to grant-funded programs and assigned projects.
- Interpret, explain, apply, and enforce a variety of rules and regulations including Federal grant requirements.
- Effectively represent the administrative functions of the Department with concerned individuals, organizations, and other governmental agencies.
- Establish and maintain effective working relationships.
- Communicate effectively orally and in writing.

BENEFITS

- Classic CalPERS members— 2.7% @ 55
- New CalPERS members—2% @ 62, employees currently contribute 6.25% to their pension.
- 11 medical plans available, including dental & vision coverage
- Or in lieu of coverage, $350 per month medical incentive plan
- $30,000 term life insurance
- Annual leave plan starting at 232 hours of combined vacation, holiday & sick time
- 40 Hours Administrative leave
- 30 hours bereavement leave per eligible incident
- $2,000 per year tuition reimbursement
- Annual leave cash out or deferred comp conversion
- Bilingual pay $70/month
- City contributed 401 (a) & (h) plan

Special Notices

EOE—Montebello is an equal opportunity employer. The City does not discriminate on the basis of disability. Individuals with disabilities who require accommodation in the application or testing process, may be required to provide the Human Resources Department, no later than the filing date, with documentation regarding the need for accommodation.

The City has implemented a direct deposit system for payroll. All new employees are required to have a qualified bank or credit union checking/savings account that will accept the automatic deposit.

The provisions of this bulletin do not constitute a contract expressed or implied; any provisions contained in this bulletin may be modified or revoked without notice.

CITY OF MONTEBELLO
DEPARTMENT OF HUMAN RESOURCES
1600 W. BEVERLY BOULEVARD
MONTEBELLO, CALIFORNIA 90640

City of Montebello
SUPPLEMENTAL APPLICATION

TRANSIT GRANTS & PROJECTS ADMINISTRATOR

Candidate Name (Please Print) _____

INSTRUCTIONS: This supplemental application is designed to identify those applicants who are best qualified for this employment opportunity. Using a separate sheet of paper, answer the question below. Organize your response and be specific. Please do not refer the rater to your City application or resume to find information.

Your responses must be clear and legible typed in **black** ink. Your completed supplemental application must accompany a completed City application and resume and be returned to the Department of Human Resources by **5:30 P.M. on THURSDAY, MAY 01, 2014,** or you will not be considered for this position.

PLEASE DO NOT SUBMIT SAMPLES OF YOUR WORK AT THIS TIME!

All questions must be answered. Thank you!

1. Please describe your experience in applying for and managing Federal grants. Include information on types of projects and associated budget(s).

2. Please describe your experience in managing contracts of capital projects while complying with Federal regulations.

3. Please describe your experience in project management.

4. List the grant-related Professional Development activities in which you have participated in the past three years. Please include the date, name of the activity (as best you recall) and, if unclear, its relationship to the grants profession. Add lines and explanations as needed.

I certify that all the information contained herein is true, complete and correct to the best of my knowledge and belief.

_____
Applicant's Signature

_____
Date