

JOB DESCRIPTION

Job Title: Senior Manager, Grants & Capital Development

FLSA Status: Exempt

Salary Grade: 11A

PURPOSE OF POSITION

The Senior Manager, Grants & Capital Development, will lead the agency's efforts to prepare a strategic grants programming and reporting program that is consistent with the capital program and the Strategic Business Framework.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from Director or Executive level management
- Responsible for supervising and monitoring performance for a regular group of employees or a department

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Manage the strategic development and programming of grants and funding from federal, state, regional and local agencies for SCRRRA.
- Coordinate the development of grants and grant applications for federal and state funding agencies for SCRRRA projects. Plan and identify resources to commit to grant pursuits for the Agency's large capital development program which includes rehabilitation and expansion needs.
- Manage the grants tracking system to ensure timely reports and communication with other departments. Develop cost-effective and streamlined procedures to achieve more efficient and effective grant planning.
- Serve as the lead interface with funding agencies to help ensure support for funding plans, grant applications, grant amendments and grant reports.
- Plan, manage, and provide supervision, to subordinate staff. Allocate staff and other resources to various tasks. Establish performance standards and objectives. Prepare and present performance reviews.
- Supervise and write grant applications for federal, state funds, and local funds and review.
- Review and approves grant report and project budget revisions. When applicable, review and prepare complex funding patterns to support multiple grant awards.
- Participate in the preparation and administration of assigned program budget.
- Collect information on the organizational structure, accounting and reporting procedures, internal controls, third party contract audit procedures, public hearing policy, preliminary engineering studies and other requirements to support and secure funding for grants at the state and federal level.
- Provide support and information necessary to evaluate proposed legislative impacts on SCRRRA's funding initiatives or current grants.



- Serve as liaison to member agencies in the development of their transportation plans and related funding initiatives.
- Collaborate with managers and various departments to accomplish organizational objectives.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor’s Degree in Urban Planning, Transportation Planning, Business Administration or a related field.
- A minimum of seven (7) years of work experience in grants administration and/or transportation planning in a transportation management organization.
- A combination of training, with a minimum of an Associate Degree and/or experience that provides the required knowledge, skills, and abilities, may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.

Preferred Qualifications

- Master’s degree in a related field

Knowledge, Skills, and Abilities

Knowledge of:

- Strategic planning, grants acquisition and administration, budgeting, and human resource management.
- Grant requirements
- Authority’s processes and procedures for budgeting, contracting, grant reimbursement, and project management
- Principles and practices of policy development and administration
- Capital programs and programming processes
- Effective techniques for implementing policies and procedures that help ensure compliance and invite recommendations for improvement
- Principles of supervision, training, and performance evaluation

Skilled in:

- Public agency negotiations
- Organization and time management
- Microsoft Office Suite
- Written and verbal communication, including presentation skills

Ability to:

- Use statistical tools to prepare a variety of documents related to position duties.
- Lead multiple initiatives simultaneously, driving initiatives through to completion while continuing to meet deadlines in a fast-paced work environment with frequently changing priorities.
- Lead and facilitate complex funding discussions internally as well as with member agencies and funding agencies.
- Analyzing and assessing policies and operational needs
- Provide recommendations on cost/benefit analysis for projects and impacts to the agency.



- Ensure staff compliance with policies, procedures, regulations and federal laws.
- Evaluate grant opportunities and identify and secure resources.

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch, or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Updated: January 2026

