



Sonoma Marin Area Rail Transit District (SMART)

Administrative Analyst

Salary Level \$65,000 - \$85,000 / DOE

The SMART District offers a full comprehensive benefits package including health, dental and vision care and includes 100% employer-paid retirement system membership.

THE DISTRICT

The Sonoma-Marine Area Rail Transit District (SMART) is a government rail transit agency funded through local tax dollars (Measure Q) that will provide a 70-mile passenger train and multi-use pathway through the hearts of Marin and Sonoma Counties in the north San Francisco Bay Area. SMART will serve 14 stations in the two counties with modern, state-of-the-art commuter rail vehicles. The District is currently in the design and engineering phase of the project, with construction scheduled to start in 2012.

THE COMMUNITY

This position will be located at the SMART District offices in San Rafael, CA, just north of San Francisco and across the Golden Gate Bridge. San Rafael sits in central Marin County and is easily accessible from all parts of the Bay Area. You'll find the Mediterranean climate in Marin, along with the commitment to open space, make it one of the most enjoyable living & working areas in the country.

IDEAL CANDIDATE

Reporting to and working closely with the Chief Financial Officer, this position performs a variety of professional level duties in support of contract and grant management, budget development, administration, financial tracking and analysis for the design and construction phases of the SMART Rail System.

SMART is looking for a self starter who enjoys a busy work environment and who can: 1) track multiple design, engineering, real estate and construction contracts & invoices, 2) monitor program compliance with state and federal guidelines, conduct related research and analyses in support of fiscal, organizational and operational functions, assist in the coordination and tracking of consultant and engineering agreements, 3) track and maintain related documents and overall fiscal spending for applicable contracts and grants.

The ideal candidate will be a self starter who shows initiative, effective time management skills, and sufficient multitasking abilities to take on activities that will have agency-wide implications. This position requires good organization and follow-through abilities with the attention to detail necessary for accurately tracking, compiling and maintaining financial information in support of the construction of the SMART rail system.

Duties include, but are not limited to, the following:

- Assists Chief Financial Officer in managing a contract tracking system for SMART contracts to contain all financial, work scope and other related information.
- Compiles, enters and tracks information in the Primavera Contract Management system for contract procurements and implementation, including budget information for each area.

- Communicates with project staff, consultants and contractors to ensure information accuracy, completeness of submittals, and resolve conflicting information.
- Performs professional level duties in support of budget administration, financial analysis and project control; collects financial or project data; analyzes data for accuracy; adjusts discrepancies.
- Assists in the preparation of monthly reports for assigned projects and programs; provides recommendations and suggested changes on reports.
- Reviews invoices for accuracy, compliance with contract, and funding availability; summarizes and allocates project costs prior to management approval and transmittal to accountant for payment.
- Assists in the preparation of operating and/or financial manuals and work flow charts; in the development and adoption of improved tracking procedures, and provides support for process improvements through research and analysis.

QUALIFICATIONS

Experience and Education: Typically, graduation from a four-year college or university with major coursework in public administration or policy, finance, accounting or a field related to the work and at least one year of professional level work experience in finance, accounting, or administration, construction management or a similar field. Knowledge of transportation finance issues desirable but not required. Additional related professional experience may be substituted for educational requirement on a year to year basis.

Some knowledge of one or more of the following:

- (1) Principles of administration, budgeting and management;
- (2) Principles and practices of accounting, cash management or other types of financial management;
- (3) Principles and practices of construction contract management including invoicing, document control and/or procurement processes.
- 4) Advanced knowledge of Microsoft Office suite and Excel and the ability to produce simple to complex spreadsheets, demonstrate advanced use of formulas, tables and graphs.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this position, please submit a resume and cover letter with the names of three work related references to:

Sonoma-Marin Area Rail Transit District
c/o Papworth Consulting
2230 Santa Fe Drive
Santa Rosa, CA 95405

Email: gpconsulting@sonic.net – Emailed application packets gladly accepted.

For information call 707-799-3575 or visit the website: www.sonomamarintrain.org

This is a full-time position with 4 year limited term

Filing Deadline: Open Until Filled

The Sonoma-Marin Area Rail Transit District is an Equal Opportunity Employer. Only individuals lawfully authorized to work in the United States will be hired.
