

**Human Resources
Job Posting**

JOB TITLE:	Manager, Capital Program Funding		
SALARY RANGE:	<u>Min.</u>	<u>Mid.</u>	<u>Max.</u>
	\$66,868	\$83,585	\$100,302
POINTS:	588		
DEPT/DIV:	Capital Program Funding		
SUPERVISOR:	Senior Manager, Capital Program Funding		
HOURS OF WORK:	9:00 am – 5:30 pm (7 ½ Hours)		

SUMMARY:

The Manager, Capital Program Funding supports the Senior Manager and Deputy Director of Capital Program Funding in developing and implementing five-year funding plans and strategies for monitoring the MTA's multi-billion dollar Capital Program. This position also secures and manages all non-federal funding agreements, including those with the City of New York preparing the required funding agreements and following requests through to receipt of funds.

RESPONSIBILITIES

- Make decisions on the release of capital funding for assigned capital projects based on review of the sufficiency and quality of their scopes, schedules, budgets and funding eligibility; administer the day-to-day linkage of city and local funding for capital work.
- Work with MTA Comptroller's office to reconcile, quarterly, all capital fund sources identified in the funding plans and in the mainframe database system.
- Maintain comprehensive list of all receivables for non-federal funds and work with appropriate MTA staff and agencies to secure any outstanding funds.
- Review and execute funding agreements with non-federal funding partners, particularly the City of New York, to ensure compliance with MTA policies. Work with the MTA Comptroller's office to ensure funding agreements are executed in accordance with MTA policies. This function may require frequent interaction with New York City Office of Management and Budget staff and the affected MTA agencies to supply needed data and to secure funding in a timely manner.
- Assist in the preparation of various monthly, quarterly and/or annual Capital Program Funding Status reports
- Perform special ad hoc projects as requested in support of both Capital Funding-specific and MTA-wide initiatives

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

- A strong working knowledge of financial planning including use of statistical and financial analysis techniques, and grant management is essential.
- Experience in capital project portfolio management/budgeting, as well as interest in public finance is desired.
- Advanced MS Excel and Access skills.
- Attention to detail, follow-through, and high degree of dedication and initiative to problem solve are desired.
- This position requires a high degree of independent activity in regard to the development of funding and management strategies, and the identification of needed fund source modification.
- The Manager is responsible for the day-to-day decisions on how to manage and administer the funding for the capital program, and the incumbent must produce results in largely final form without extensive guidance from senior management.
- Substantial discretion is exercised in evaluating conformance to MTA policies and procedures – only those issues that represent major policy variance are referred to superiors. Senior management will look to this position to make well justified and documented recommendations on difficult and complex issues related to the funding and funding policies of the capital program. Such recommendations will often serve as important inputs for decisions by the MTA Board, the Capital Program Review Board, New York City OMB and all MTA Agencies.

- As needed, recommendations are made to the Senior Manager and Deputy Director of Capital Funding on any changes made or maintenance performed to the funding plans, funding agreements, and/or the funding database. Recommendations must address the long run public perception of the MTA as well as immediate program needs.

EDUCATION AND EXPERIENCE

- This position requires a minimum of 5 years of progressively responsible experience and a proven track record in finance and/or budget management.
- A Master's degree in public policy or administration, business administration or related field is strongly preferred and may substitute for up to two years of job-related experience. Experience with capital construction, transportation, and/or information technology is desirable.

To Apply: <http://web.mta.info/mta/employment/>

Select Jobs at "MTA Headquarters" and search by Job Title "Manager, Capital Program Funding"

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