



POSITION: CAPITAL AND GRANT PROGRAMS ANALYST (PS101405)

LOCATION: Golden Gate Bridge Administration Building (near Toll Plaza)  
San Francisco, CA

SALARY RANGE: \$102,252.80 - \$123,593.60 Annual Salary + Benefits (40-Hour Workweek)  
*(Employee pays up to 7% of salary/wage toward CalPERS retirement plan)*

OPENINGS: 1 Vacancy and to Create an Eligibility

### POSITION DESCRIPTION:

Under general direction of the Director of Capital and Grant Programs, performs a variety of complex financial, analytical and administrative functions to support development, implementation, and management of the District's capital and grant programs.

### MINIMUM JOB REQUIREMENTS:

A combination of college level training and position related experience equivalent to:

- Bachelor's degree in Public Administration, Business Administration, Finance, Accounting or related field. Additional qualifying experience on a year per year basis may be substituted in lieu of degree.
- Minimum of one year of recent (must be within the last three years), progressive and verifiable professional experience in financial or management analysis or equivalent experience including capital budget, capital program planning or grants administration.
- Must possess intermediate level of skill using computers and application software, specifically all Microsoft Office application (Excel, PowerPoint, Access and Word).

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## APPLICATION PROCEDURE:

FAILURE TO MEET ANY OF THE REQUIREMENTS STATED BELOW MAY RESULT IN REJECTION OF YOUR APPLICATION

**TO APPLY:** [www.goldengate.org/jobs](http://www.goldengate.org/jobs)

**Applicants must apply online by the deadline date. Applications received after the deadline will not be considered.**

The District's Human Resources Kiosk is available for filling out and submitting your online application and employment documents. The HR kiosk is located at the San Rafael Office. For directions and general information, visit our website [www.goldengate.org](http://www.goldengate.org).