



MT. VIEW SANITARY DISTRICT

*Mt. View Sanitary District invites you to apply for*

## **Grants and Contracts Administrator**

Ready to put your expertise in funding strategy, project management and collaboration to work for a mission that matters? Mt. View Sanitary District is seeking a strategic, detail-oriented professional to serve as its first-ever Grants and Contracts Administrator – a motivated and mission-driven professional ready to lead contract processes and help shape the future of a dynamic and community-minded special district.

Join the collaborative, close-knit team where your ideas are valued, your work has purpose and your contributions help secure funding for projects that protect public health and local wetlands for generations to come.







## About Mt. View Sanitary District

Located in the Bay Area within Contra Costa County, Mt. View Sanitary District (MVSD) serves the City of Martinez and nearby unincorporated communities. With a service population of approximately 22,000, MVSD plays a vital role in providing reliable wastewater services, protecting public health and enhancing the environment through responsible stewardship.

Though small in size, MVSD has a big impact. With just 19 full-time staff, MVSD fosters a collaborative, team-first culture where everyone plays a key role. Staff work closely with leadership and community members, helping drive strategic initiatives, long-term planning and intentional partnerships.

MVSD is also home to some of the region's most unique environmental assets, including the 21-acre Moorhen Marsh and 130-acre McNabney Marsh. These restored wetlands not only support wildlife and habitat preservation but also serve as spaces for outdoor learning and community connection. With its forward-thinking mission and supportive culture, MVSD offers professionals a rare opportunity to make a meaningful difference in both infrastructure and the environment.

If you're ready to grow your career while supporting a mission-driven, environmentally focused agency, MVSD is the place for you.

### Why work for us?

At MVSD, we're committed to protecting the environment through service, innovation and collaboration. Here, every team member plays an important role. Ideas are welcomed, accomplishments are celebrated and goals are encouraged at every level. We believe in working together with purpose and respect. Whether you're managing a complex project or contributing to daily operations, your voice matters and your work makes a lasting impact. This is more than just a workplace – it's a team built on trust, shared values and a deep commitment to the community we serve.

## Our Vision

To honor a continuous improvement philosophy that upholds organizational excellence through proactive management of infrastructure and dedication to environmental stewardship, public outreach, customer service, safety and fiscal responsibility by sustaining a highly qualified workforce.

## Our Mission

To protect the public health and environment, in a safe and reliable manner, at a reasonable cost.

## Our Cultural Values

- Respect
- Accountability
- Integrity
- Leading by example
- Teamwork
- Professionalism

## Our Core Values

- 💧 Quality customer service and high value to our ratepayers
- 💧 Infrastructure health
- 💧 Financially responsible stewardship
- 💧 Protection and enhancement of the environment
- 💧 Meeting or exceeding all regulatory requirements
- 💧 Efficient and progressive techniques, equipment and methodologies
- 💧 Public involvement and environmental education
- 💧 Employee welfare

## Mt. View Sanitary District by the Numbers



**22,000**  
People Served



**90%**  
of Total Waste  
is Residential



**10%**  
of Total Waste  
is from Small  
Businesses



**1 Million**  
Gallons Per Day  
of Wastewater  
Treated



**73**  
Miles of Sewers



**4**  
Pump Stations



## Grants and Contracts Administrator Areas of Responsibility

Grant Research, Development and Submission

Contract Management and Procurement Oversight

Compliance Monitoring and Regulatory Reporting

Grant Reimbursement Tracking and Documentation

Process Design and Workflow Optimization

Strategic Funding Alignment with Capital Projects

Support for Budget Planning and Funding Integration



## The Position

MVSD is looking for a Grants and Contracts Administrator who's ready to take the lead on securing funding and strengthening contract processes that support the MVSD's infrastructure, environmental stewardship and long-term planning. This is a unique opportunity to fill the first-ever Grants and Contracts Administrator role to shape a program that supports critical infrastructure, environmental restoration and long-term community prosperity.

In this role, you'll work directly with the General Manager and collaborate closely with the District Engineer and management team to align funding strategies with MVSD's Capital Improvement Program. You'll also serve as the point person for grant research, proposal development, contract oversight and compliance tracking – ensuring the District meets both its funding goals and regulatory obligations.

MVSD's structure is lean and effective with 19 full-time staff. MVSD values open communication, shared knowledge and a commitment to working through challenges as a team. You'll be trusted with autonomy while also being part of a team that collaborates and supports one another.

### *As Grants and Contracts Administrator, you will:*

- Identify and secure funding opportunities and manage the full life cycle of grant applications and administration
- Coordinate with internal teams to ensure that contract scopes, timelines and budgets meet program needs
- Monitor funding agreements and provide timely, accurate reporting to leadership and external agencies
- Serve as a key advisor on procurement and budget planning tied to grant funding
- Help shape internal processes that support transparency, efficiency and accountability

**This is a great fit for someone who thrives in taking initiative, is a collaborative team player and is eager to make a lasting impact within a mission-driven agency.**

## Our Ideal Candidate

A resourceful, self-motivated and experienced professional who thrives in a collaborative environment and knows how to turn ideas into funded, actionable projects. Whether you're building a program from the ground up or navigating complex funding requirements, you lead with purpose, flexibility and a clear sense of direction. You're not afraid to roll up your sleeves, wear multiple hats and champion projects from concept to completion.

### *You're our ideal match if you're:*

- Equipped with a proven track record of results in securing and managing grant funding
- Organized, detail-oriented and comfortable tracking funds with a high level of precision
- A clear communicator who can bridge departments to keep projects moving smoothly
- Energized by problem-solving and driven to improve systems, processes and outcomes

## Key Competencies



### Grant Strategy & Funding Development

Proven ability to identify needs, source appropriate opportunities and develop compelling proposals. Experienced in navigating federal, state and regional grant programs to secure financial support for infrastructure and environmental projects.



### Contract Management & Regulatory Compliance

Thorough understanding of public sector procurement practices, contract lifecycle management and compliance requirements. Skilled at maintaining accurate records, meeting reporting obligations and ensuring transparency throughout all stages of implementation.



### Process Design & Implementation

Demonstrated success in building efficient systems from the ground up. Able to create tracking tools, optimize reimbursement procedures and support internal workflows that align with funding and project timelines.



### Cross-Functional Collaboration

Strong communicator and relationship builder, with the ability to work effectively across departments – including engineering, accounting and leadership teams – to support complex projects and align funding strategies with MVSD priorities.



### Strategic Thinking & Initiative

Self-starter with a big-picture mindset who takes initiative, solves problems and drives projects forward. Brings a clear end-goal focus while remaining flexible and adaptable in day-to-day execution.



### Values-Driven Leadership

Demonstrates integrity, accountability and professionalism in every interaction. Upholds MVSD's core values and contributes to a team culture built on respect, teamwork and leading by example.

## Qualifications

### Education & Experience

- Bachelor's degree in accounting, business administration, finance, public administration or a closely related field from an accredited college/university
- Three (3) years of proven funding or grant procurement experience
- Public agency experience highly desired
- Must possess and maintain a valid Class C California driver's license

- Possession of the following certifications are highly desired:

- Certified Grants Management Professional (CGMP)
- Certified Public Procurement Office (CPPO)
- Project Management Professional (PMP)
- Certified Associate in Project Management (CAPM)

## Compensation and Benefits

The monthly salary range for the Grants and Contracts Administrator is **\$10,589 to \$12,871**. Placement within this range is dependent on experience and qualifications.

At Mt. View Sanitary District, we're committed to fostering a supportive, respectful workplace where employees feel valued and empowered. Our benefits are designed to promote well-being, work-life balance and a high quality of life.

### Healthcare:

- District pays 100% of the Kaiser rate for healthcare. Other plans are available
- District pays \$450/month to those employees who are eligible to opt out of District health coverage
- Retiree Healthcare Benefits

### Insurance:

- District-paid life insurance of \$50,000
- District provided short and long-term disability insurance

### Paid leave per year:

- Vacation accrual starts at 96 hours, with the option to sell back up to 40 hours annually
- Administrative Leave = 48 hours
- Floating Holiday = 36 hours
- Holidays = 11
- Sick Leave = 96 hours

### Retirement

- CalPERS 2.7% at 55 for classic
- CalPERS 2.0% at 62 for PEPRA

### Other

- Tuition Reimbursement up to \$3500/year
- Flexible schedule and remote work availability (Minimum of three days per week in the office)





## *Ready to join our team?*

We want to hear from you! Send your resume and cover letter to Christine Martin at [Talent@TripepiSmith.com](mailto:Talent@TripepiSmith.com) by **Monday, September 8.**

Following the submission deadline, selected candidates will be screened for qualifications. Feel free to contact Christine Martin at 949-993-6531 should you have any questions.

