

Intercity Transit
JOB TITLE: Grants Program Administrator

BAND	GRADE	SUBGRADE
C	4	2
DEPARTMENT: Development	DIVISION: Development	FLSA STATUS: Exempt
SUPERVISION RECEIVED FROM: Development Director	SUPERVISION EXERCISED OVER: None	PAY GRADE: C42
SUMMARY: Under general direction, this position is responsible for administering a full range of grant related finance and administration activities for the agency. Serves as the agency's representative with grantor agencies. Manages the agency's participation in the federal grants process, including serving as the Agency's Disadvantaged Business Enterprise (DBE) Liaison. Develops the DBE Program and three year goals. Exercises authority to submit grant applications and request obligation of funds, submit quarterly reporting and grant closeouts. Facilitates state grant applications and tracking. Serves in the role of ISO 14001 required ESMS Management Representative.		
DISTINGUISHING CHARACTERISTICS: Oversees the accounting and/or financial reporting of grant functions and is responsible for the preparation, review and monitoring of major grant program development, implementation, project management oversight, financial management and audit preparation.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Works with General Manager, Development Department Director and Planning Division to develop and maintain long range view of grant project possibilities. Translates that view into grant funding plans that include mix of federal and state formula funding, capital grant programs and federal earmarks. Ensures annual elements of the transportation improvement program are adopted by the Agency and coordinates its submission to the Thurston Regional Planning Council. Follows-up to with TRPC to build and maintain the State Transportation Improvement Plan.	Monthly 10% (C4)

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2.	Provides direction on grant-funded projects; analyzes and tracks existing projects and project budgets to determine priorities for amendments and revisions; implements strategies to secure project funding through grant amendments and revisions; advises the department director on information requirements for successful obligation of grant funds.	Monthly 20% (C4)
3.	Acts as the Agency ESMS Management Representative, facilitates ESMS training, maintenance of ESMS shared folders and documentation, quarterly reporting, and program review.	Weekly 25% (C4)

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
4.	Administers disadvantaged business enterprises program, including outreach, program development, program reporting and annual goal development. Coordinates with project coordinators and managers to assure that program elements in grant-funded projects are properly applied, and serves as civil rights compliance officer on construction projects.	Semiannually 5% (C4)
5.	Prepares grant applications and supporting documentation, submits grant reports, prepares reimbursement requests, assures compliance with grant contract conditions and works with legal counsel on grant-related issues. Researches and maintains knowledge base on grant opportunities and requirements.	Ongoing 15% (C4)
6.	Ensures Agency's programs comply with grant requirements and cooperative/supportive relationships are maintained with grantor agencies. Monitors conformance by Agency departments with grant requirements.	Monthly 15% (C4)
7.	Coordinates grant audits.	As Required
8.	Prepares Amtrak Station Maintenance budget; coordinates and tracks expensing and invoicing.	Quarterly 5% (C4)
9.	Performs other duties of a similar nature or level.	As Required
10.	Must maintain regular time and attendance standards.	Always

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Knowledge (position requirements at entry)

Knowledge of:

- Federal and state grant procedures
- Grant-related programs such as Title VI, DBE and EEO
- FTA Circulars for procurement and grant management
- Transit operations
- Construction process and associated federal program impacts
- Procurement documents and related federal and state terms
- Computer programs WORD; EXCEL; Internet search; FTA TEAM
- Management principles and practices;
- Applicable Federal, State, and local laws, rules and regulations;
- Conflict resolution techniques.

Skills (position requirements at entry):

Skill in:

- Able to convey in writing clear description of project activities.
- Able to work cooperatively with a variety of staff and regulators.
- Able to assemble spreadsheets of data for federal and state reporting.
- Able to present information effectively to staff, management and board.
- Ability to create spreadsheets, prepare correspondence and reports.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, elected officials, and the general public sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in Public Administration, General Business Administration, Transportation or a related field, and 3 years of related experience in USDOT Grant Program issues, Grants Administration and Project Compliance; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- None

Must submit to criminal background check the results of which must meet hiring criteria for the role.

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Physical Requirements:

Positions in this class typically require: talking, hearing, and seeing.

Sedentary Work: Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

July 7, 2009

Revised 8/20/11; CDiRito

Revised: 9/16/2011 Comp Class Review: HR