

Intercity Transit
JOB TITLE: Grants Program Administrator

BAND C	GRADE 4	SUBGRADE 2
DEPARTMENT: Development	DIVISION:	FLSA STATUS: Exempt
SUPERVISION RECEIVED FROM: Development Director	SUPERVISION EXERCISED OVER:	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 Federal, State and local grantor agencies. Manages agency's participation in federal and state grants process, including development, requests, reporting, submittals and closeouts. Serves as the Agency's primary support person for required grant participation compliance including Disadvantaged Business Enterprise (DBE) Liaison and Title VI Officer.		
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.	Work with Development Director and Senior Management Team; develop and maintain long range plan of grant program priorities and scenarios. Proceed to develop grant funding plans which include federal and state formula funding, capital grant programs and federal earmarks.	Semi-annually 10% (C4)
2.	Ensures annual elements of the transportation improvement program are adopted by the Agency. Coordinates submission to Thurston Regional Planning Council (TRCP). Continues communications with TRPC to build and maintain the State Transportation Improvement Plan.	Semi-annually 5% (C4)
3.	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 Department Director on information requirements for successful management of grant funds.	Monthly 20% (C4)

Intercity Transit
JOB TITLE: Grants Program Administrator

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
4.	Administers DBE program, including outreach, program development, and program reporting and goal development. Coordinates with project coordinators and managers to assure program elements in grant-funded projects are properly applied. Develops and reports on the DBE Program and three year goals.	Daily 5% (C4)
5.	Exercises authority to submit grant applications and request obligation of funds. Prepares grant applications and supporting documentation, submits grant reports and closeouts, and prepares reimbursement requests. Assures compliance with grant contract conditions; works with legal counsel on grant-related issues.	Daily 20% (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. Coordinates and prepares response for grant audits.	Monthly 10% (C4)
7.	Provides technical support and financial tracking for compliance on grant funded projects and programs. Researches and maintains knowledge base on grant opportunities.	Quarterly 15% (C4)
8.	Prepares Amtrak Station Maintenance budget; coordinates and tracks expensing and invoicing.	Quarterly 5% (B2)
9.	Supports funding related documentation and project activity for grant funded capital projects. Develops and maintains the agencies annual program of capital projects. Supports and provides capital funding summaries and program estimates in support of agency strategic planning and capital program	Quarterly 5% (C4)
10.	Performs other duties of a similar nature or level.	As Required
11.	Must maintain regular time and attendance standards.	Always

Intercity Transit
JOB TITLE: Grants Program Administrator

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 and services
- Construction process and associated federal program impacts
- Procurement documents and related federal and state terms
- Federal and State program documentation and reporting requirements
- Computer programs WORD; EXCEL; Internet search; FTA TRAMS
- Management principles and practices;
- Applicable Federal, State, and local laws, rules and regulations;
- Conflict resolution techniques;
- Project administration principles and practices;

Skills (position requirements at entry):

- Able to convey in writing clear description of project activities.
- Able to work cooperatively with diverse staff and regulators.
- Able to communicate clearly with external resource agencies and support staff.
- Able to assemble spreadsheets of data for federal and state reporting.
- Able to present information effectively to other agencies, 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 and report issues and concerns.
- Ability to facilitate and coordinate team activities and agency responses.

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.

Intercity Transit
JOB TITLE: Grants Program Administrator

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 Agency Comp Class Review: HR

Revised: 2/14/2012 with Supervision of new ESMS Coordinator position; DBM grade change 42 to 44

Revised: 9/2013 Agency Re-org Development Dept. under Executive Dept.

Rev: 5/2014 2nd Agency Re-org in Exec; ESMS duties/supervision removed/ DBM grade change 44 to 42

Revised 1/2016 Due to Development Dept. /Director re-created; this position now resides in Development.

Revised 4/2017 Revisions to position duties for 4/2017 recruitment.cd