

JEFFERSON TRANSIT AUTHORITY

Position Description

POSITION TITLE: Grants & Procurement Administrator

SUPERVISOR: Finance Manager

SCOPE OF RESPONSIBILITY

This position encompasses grant administration, long range planning and procurement. Responsibilities include defining long range plans that detail transit's operational and capital funding needs, development of funding sources, writing applications for grant funds, invoicing and reporting on use of grant funds, creating procurement documentation and ensuring procurement requests and contracts are in compliance with state and federal law. Relies on Federal/State regulations and/or requirements & experience and judgment to plan and accomplish goals. Performs a variety of tasks; works under general supervision. A certain degree of creativity and latitude is expected.

ESSENTIAL FUNCTIONS

1. Grant Administration

- Research, analyze and evaluate potential Federal, State, regional, local, and private funding sources; establish innovative funding relationships with other agencies for joint projects and common benefits.
- Secure funding through grants applications and contractual relationships with other organizations and coordinate those funds to ensure optimal benefit to the Agency; write grant applications; edit and finalize applications.
- Prepare grant invoices; write narrative progress reports; submit periodic required reports as required by grant contracts.
- Plan, organize and coordinate the agency's participation in the biennial State and Federal competitive grant process; negotiate project selection criteria; prepare and defend competitive proposals for regionally controlled federal funding; respond to questions, concerns, issues and resolve problems.
- Coordinate with WSDOT and/or the FTA issues related to grants management and compliance with laws and regulations; administer necessary regulatory requirements (DBE, charter, etc) and work with other staff to assist them in understanding compliance issues in their areas of responsibility.
- Gather data from maintenance, operations and finance staff to plan for grant reports, (may be quarterly, annual and periodic reports to various funding sources). Compile ridership, mileage and service hour data for use in Performance Report to the Board and for use in developing invoices for WSDOT. Develop and maintain Cost Allocation tables according to requirements of Federal Circulars.

2. Long Range Planning

- Review Peninsula Region (PRTPO), County & City Comprehensive Plans; make recommendations to the General Manager and staff for operational adjustments that may be necessitated by community developments. Work with other agency planners to refine and update comp plans as needed. Explore the use of GMA impact fees for use in funding transit service infrastructure.
- Review census data and land use changes for trends in population growth and demographics. Work with Transit Programs, Transit Services and Maintenance staff to prepare long-range service and vehicle requirement plans for fixed and paratransit service.
- Develop plans for capital improvements to meet the needs of the agency, accounting for growth and future service development.
- Lead and or coordinate special projects as assigned, working collaboratively with project managers to develop projects consistent with the funding agency's needs and the established goals and work program of the agency.
- Assists in the development and production of the annual six-year transit development plan (TDP) for the agency; gather information and work closely with personnel in budget, operations planning, capital development and other areas within the organization to develop the TDP consistent with the stated vision, mission and operating policies of the agency.
- Participate in self-directed team process to set work level expectations, goals and objectives, including development of annual objectives for the position, and bring them to completion.
- Prepare annual update, and any required amendments to WSDOT for Jefferson Transit's 3-year and 6-year State Transportation Improvement Plan (STIP).

- Perform other related duties as assigned and required.

3. Procurement

- Develops and implements procurement project activities from concept to completion. Creates processes and procedures for bids, qualifications and proposals.
- Schedules, coordinates and facilitates meetings related to procurement. Creates formats for group discussion and evaluation. Facilitates problem solving. Prepares meeting materials and distributes.
- Represents the Agency with other local governments, regulatory agencies, professional organizations, property owners, businesses, the general public, contractors, consultants, and vendors. Attends a variety of meetings and serves on related committees.
- Develops, identifies, recommends, and implements policies and procedures for procurement purposes. Assists in updating departmental resources and objectives.
- Ensures procurement program is in compliance with Agency, State, and Federal regulations. Prepares and maintains related reports, records, and data.
- Prepares competitive solicitation documents for long term agreements and/or purchases. Creates documents for RFQ/RFP/RFI, bid evaluations, contract awards,

KNOWLEDGE, SKILLS AND ABILITIES

- A combination of education and experience equivalent to a Bachelor's Degree and progressively responsible planning or project coordination experience and grant management experience is required.
- Ability to communicate effectively and concisely, both orally and in writing, with the public and staff.
- Ability to work independently and as a team member in a cooperative and productive manner.
- Ability to take a lead role in complex projects spanning several departments and functions.
- Ability to read and interpret a variety of materials including census data, public planning documents, legal regulations, and other printed or handwritten material.
- Demonstrated ability in basic math and use of office machines such as calculator, copier, and multi-line phone/voicemail/intercom system.
- Ability to use a personal computer. Knowledge and experience with Microsoft Office programs is preferred.
- Ability to work well with the public and fellow employees, convey accurate information to management personnel or other parties, and to remain professional and courteous with customers and with staff in problem situations.

SPECIAL REQUIREMENTS

- Must pass a pre-employment substance abuse test as a condition of employment. This position is not considered safety-sensitive, as defined by the Federal Transit Administration (FTA), thus it is not subject to random drug and alcohol testing. However, under the authority of Jefferson Transit's Substance Abuse Policy and Drug & Alcohol Testing Program, this position is subject to all other types of substance abuse tests as described in the policy.
- Must pass an employment physical functions test to be certified for the position and must maintain a physical condition that, either with or without accommodation, allows completion of all essential duties.
- If selected for the position, documentation of United States citizenship or an alien lawfully authorized to work in the United States will be required to establish identity and work authorization in accordance with the employer's obligation under the Immigration Reform and Control Act of 1986.

WORK SCHEDULE

Full-time workweek (40 hours) during normal business times. Hours may vary according to work schedules and tasks to be accomplished with evening and weekend work necessary at times to accomplish the duties of the position as determined by the immediate supervisor.

SALARY & BENEFITS

Wage and benefits based on the Jefferson Transit's Non-Represented Staff Policy.

This position is an exempt position, as defined by the Fair Labor Standards Act (FLSA).

PHYSICAL DEMANDS

(Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%)

Sitting:	Continuously, sitting at a desk, table, or computer stand
Standing/Walking:	Occasionally, standing at copier and walking to other offices
Driving:	Occasionally, doing errands and attending meetings
Lifting/Carrying:	Occasionally, up to 25 pounds for carrying supplies
Bending/Squatting/Kneeling:	Occasionally, while filing
Pushing/Pulling:	Occasionally, using file drawers
Twisting:	Occasionally, when turning to respond to another person and while driving
Reaching:	Occasionally, above head to lift items off shelves
Talking:	Continuously, communicating in person and on telephone
Hearing:	Continuously, in person and on telephone
Wrist/Finger Movement:	Continuously, for keyboard, calculator, filing, and telephone

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Jefferson Transit is an equal opportunity employer and does not discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veterans status, disability status, sexual orientation or any other basis prohibited by federal, state or local law. Please let Jefferson Transit know if you need accommodation in order to participate in the application process.