North Central
Regional Transit District
Job Description

Title: Grants and Projects Specialist  Code: 165
Division: Executive  Effective Date: 04/20
Department: Administration  Last Revised: 04/20
FLSA Status: Exempt

GENERAL PURPOSE

Performs a variety of professional and technical administrative duties related to ongoing management of the Federal Transit Administration (FTA) grants and any other grants and analyzing, evaluating, planning, and coordinating overall transit services and structures.

SUPERVISION RECEIVED

Works under general supervision of the Strategic Initiatives and Planning Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Grants

Performs grant research, prepares and submits applications, monitors compliance with grant specifications and conditions; prepares and submits various financial reports as required by grantors; coordinates interdepartmental contributions to various projects including Operations, Finance and the Public Information Office.

Identify and research the sources of funding and prepare applications and amendments and monitor and comply with funding requirements.

Perform tasks associated with Federal and DOT reporting requirements which include NTD Reporting and Rural Transit Data required by the FTA through the NMDOT.

Administers the Federal Transit Administration (FTA) program grants including formula fund grants, and discretionary grants for transit operations and capital purchases.

Obtains required information internally and externally to draft documents for grant applications.

Utilizes FTA and New Mexico Department of Transportation system software to apply for and track grants and other reporting (i.e. ridership, revenue-hours, accidents, fleet status, maintenance expenditures, etc.).

Ensures compliance with federal and FTA requirements regarding contracting, procurement, and allowable expenses, depending on grant source.

Coordinates and works with the Santa Fe Metropolitan Planning Organization and the Northern Pueblos Regional Transportation Planning Organization to ensure that District transit grants are appropriately identified in the Metropolitan and State Transportation Improvement Program.
Develops departmental grant policies and procedures, as needed; reviews existing policies to ensure compliance with the Federal Transit Administration.

Reconciles and conducts financial analysis of federal grants awarded to the City and oversees the disbursement of funds to subrecipients; may perform associated accounting and financial work.

Develops documentation for grants to ensure appropriate management of documents represents accurate records of grant management.

Compiles information related to each grant to justify the use of the grant funding, develops reports to report back to the granting agency, as required.

Provides justification and summaries on the use of grant funds; develops federal and milestone reports for each grant.

Conducts cost/price analyses and gathers information required for independent cost estimates as necessary for procurement purposes.

Monitors grant expenditures to ensure actual expenditures do not exceed the projected expenditures and that expenditures are allowable based on the source of funds.

Develops quarterly reports and other reports as needed.

Reviews files and programs for contractors and subrecipients to verify that the contract or subrecipient is suitable and following FTA regulations for grant funds.

Maintains files and records and ensure compliance with local, state and federal recordkeeping requirements.

Projects

Coordinates major special operational and/or administrative projects including service restructuring plans and activities related to service changes as assigned.

Coordinates special projects including District’s compliance with the Americans with Disabilities Act, Title VI, Federal and State compliance and Para transit and demand services evaluations.

Track and record ridership on all routes as well as total annual ridership for monthly reporting; monthly analyze ridership information reported through AVAIL. Assure that all reports are turned in for tabulation and inclusion in statistics; prepare appropriate monthly statistical reports including illustrative information on each route, ridership performance, as well as total annual tracking for reporting.

Coordinates with Operations Department and Public Information Office to develop plans to promote new routes and major changes that offer the greatest opportunity for increased ridership.

Conducts special projects, performs analyses and develops plans as requested by Strategic Initiatives and Planning Manager; prepares Board reports and other reports; utilizes AVL/CAD software to generate, analyze and prepare management assessments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
A. Graduation from college with a bachelor’s degree from an accredited college or university in Transportation, Public Administration, Transportation Planning, Business Administration or another related field.

AND

B. One (1) years of (full-time equivalent) verifiable professional transit planning or related operational or administrative experience.

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Knowledge of methods and techniques of researching and interpreting data and information; principles and practices of public transit systems; federal and state funding sources related to transit; statistical methods and proficiency with related software. Some knowledge of socioeconomic data collection and analysis methods; forecasting and modeling processes. General knowledge of grant writing.

Skill in the art of diplomacy and cooperative problem solving; using personal computers and applicable software applications including spreadsheets and data base programs; public speaking; responding to requests and inquiries from media and the general public as authorized.

Ability to identify funding sources and write grants and to aggressively pursue potential and innovative funding and revenue generation ideas and leads from local, state and federal funding sources; conduct statistical and cost/benefit analysis; prepare complex financial and analytical reports and grants; research, analyze and evaluate a variety of data including financial, organizational, administrative and operational; prepare concise and effective written communications; manage multiple projects and operations simultaneously; work independently under time deadlines and within project budget; maintain credibility while balancing competing demands within the District; build and maintain effective working relationships with those contacted in the course of work using principles of good customer service; Make public presentations and communicate effectively both orally and writing; establish and maintain positive, effective and cooperative working relationships with District Employees, member entities and the general public; exercise independent judgment in the analysis and solution of complex service planning and scheduling issues.

3. Special Qualifications:

Must be available to work outside regular business hours, as required by the demands of the job. Must possess a valid Driver's License with a satisfactory driving record. Demonstrated skill in computer software programs including MS Word, Excel, Outlook, and PowerPoint. Demonstrate regular and reliable attendance. Project a positive image and support for the Executive Director’s Office and NCRTD at all times.

4. Work Environment:

Incumbent of the position generally performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, generally involve moderate muscular strain, such as walking, standing, stooping, sitting, reaching and lifting. Must be able to lift 20 lbs. Regular talking, hearing and seeing required in the normal course of performing the job. Common eye, hand and finger dexterity required to perform some essential functions. Mental application utilizes memory for details, listening, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

5. Professional Standards:
At North Central Regional Transportation District, we offer services as a team of respectful, qualified professionals. Our customers come first. They are our neighbors. We believe that the following Professional Standards are crucial for you to embody if we are going to be a match as employer and employee.

In addition to being competent in the essential functions outlined above and minimum qualifications outlined above, you have an important professional role to play in NCRTD. To fill that role, you are expected to practice and exhibit the following attitudes and behaviors while at work.

• Remain a professional, balanced, respectful, problem-solver, even under stress or when out of your comfort zone.

• Demonstrate trustworthy behavior and speech (personal integrity and professional competence, do what you say you will do, be dependable, be accountable, act as a contributing member of our professional team).

• Show respect for coworkers and customers (be attentive, recognize others’ contributions and concerns, maintain the dignity of all people, empathize, honor differences, build rapport when possible and forgiveness where necessary).

• Keep a positive, “can do” attitude toward tasks, coworkers, management and customers.

• Communicate coherently (listen to understand, speak to be understood, no blaming, ask questions).

• Demonstrate flexibility in the face of changes and new ideas (understand why changes are being made, ask questions about them when necessary, give them a chance and offer feedback where appropriate).

• Be a steward (1) of our organization’s resources (avoid waste, suggest cost saving ideas, take care of things by keeping them clean and the area safe); and (2) of your personal career (identify one or two areas of growth, learning or certification to pursue every year).

*****

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

Approved by Executive Director: ______________________ Date: __________