

**MAJOR FUNCTION**

This is responsible professional and administrative work overseeing Star Metro's federal grants and state awards programs and coordinates and administers activities relating to the development and monitoring of compliance for all grant funding. The work is performed with considerate independent judgement under the general supervision of a higher-level administrator. Work is reviewed through conferences, analysis of reports and results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Coordinates with the Federal Transit Administration (FTA) to prepare grant applications, obtain funding approvals and prepare grant progress reports. Administers FTA financial and project management requirements for approved projects. Coordinates quarterly meeting with project managers to review progress on grants. Provides leadership and coordination of the FTA Triennial Review, which includes reviewing and preparing written responses to the report, coordinating appropriate responses among departments, and providing critical documentation. Controls expenditures on grants, overseeing and evaluating grant usage and developing methods to transfer money within grants to insure full utilization of FTA money. Develops, prepares and submits grant revision amendments and close-outs to FTA. Administers state award programs and works with project managers to ensure timely accounting and reporting. Updates and executes capital transfers for local funding and sets up local funding awards in accounting system as needed. Prepares intergovernmental agreements for pass-through grant funds and generates funding reports.

**Other Important Duties**

Monitors departmental capital budgets, identifies problem areas and recommends solutions and assists in identifying budget reprogramming requirements. Assures proper procedures and accountability of grant funds. Ensures that all FTA grant requirements are met and all compliance issues are documented. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of FTA regulations regarding grant proposal and application procedures, funding eligibility guidelines, Formula v. Discretionary funds, and the transfer of funds between projects. Knowledge of FTA publications including Federal registers. Proficiency in scope change requirements and Grant Management Information Systems. Ability to communicate effectively, orally and in writing. Ability to research and analyze data with close attention to detail. Ability to use sound judgment. Ability to manage time and workload effectively which includes planning, organizing, and prioritizing with attention to details. Ability to establish and maintain effective working relationships with others as necessitated by the work. Skill in the use of microcomputers and associated programs, applications and databases necessary for successful job performance.

**Minimum Training and Experience**

Possession of a bachelor's degree in business or public administration, accounting, finance, or a related field and three years of experience working with state and federal grants, or an equivalent combination of training and experience.

Established: 09-02-15