

Title: <b>Public Transportation Grants Officer</b>	Effective Date: June 24, 2017	Grade: XVII	Job Category: Professional
Prior Title: <b>Initial Distribution</b>	Prior Effective Date:	Grade:	Page: 1 of 1

*CHARACTERISTICS OF WORK*

This position is responsible for coordinating and managing grant activities required to secure federal financial assistance from the Federal Transit Administration (FTA) and subsequent subcontracting and compliance.

*EXAMPLES OF WORK*

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Oversee the Fiscal and Grants Management Team of the Public Transportation Programs Section.
- Interpret and administer federal regulations and guidelines related to FTA grant applications.
- Develop and coordinate procedures for preparing and submitting federal grant applications.
- Establish and direct record systems, report requirements, and financial controls for monitoring program contracts in accordance with all applicable laws.
- Coordinate audits with the Internal Audit Division.
- Assist the Public Transportation Administrator with administrative and operational requirements to ensure compliance with all transportation planning requirements (Sections 5303, 5304, and 5305).
- Work with federal, state and local government officials and community service organizations.
- Coordinate the Public Transportation Trust Fund.
- Coordinate the Department’s Public Transportation Program’s Federal Formula Grants.

*MINIMUM REQUIREMENTS*

The educational equivalent to a bachelor’s degree from an accredited college or university in public administration or related field, plus five years of experience in grants management or related activities. Valid driver’s license. Class “B” commercial driver’s license (CDL) with “P” endorsement preferred. Thorough familiarity with Microsoft Office Suite. Interpersonal skills and the ability to develop sustainable partnerships with external and internal customers. Ability to communicate clearly and effectively in both written and verbal form. Strength in coordinating projects with employees and new and existing transit-related partners.

*(“Accredited” means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

**A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.**

