



Transit Grant Administrator Job Description

Department: Regional Transportation Planning
Reports to: LOSRPO Director

General Statement

The Transit Grant Administrator is responsible for managing, coordinating, and overseeing the administration of transit grants for public transit providers in the Land of Sky Regional Council, Land of Sky RPO and French Broad River MPO planning areas. This role involves a combination of financial management, grant compliance, reporting, and coordination with stakeholders and staff members to ensure the successful execution of transit-related projects funded by Federal Transit Administration, (FTA) grants through NCDOT's Integrated Mobility Division, (IMD). The Transit Grant Administrator plays a crucial role in securing funding, ensuring financial compliance, and facilitating successful transit-related projects.

Distinguishing Features of the Class

An employee in this class will work to coordinate grant administration services among multiple counties and NCDOT's IMD, to streamline transit grant administration efforts, to provide consistency and efficiency in transit grant administration. The successful candidates will be an energetic self-starter with financial insight, grant management expertise, and effective communication skills.

Duties and Responsibilities

Essential Duties and Tasks

Grant Management

- Coordinate with county staff to apply for NCDOT's Unified Grant Application (UGA) for rural area transit funding.
- Monitor grant requirements, guidelines, and deadlines to ensure compliance throughout the grant lifecycle.
- Prepare and submit grant applications, quarterly progress reports, and financial documentation as per grantor requirements.
- Ensure all monthly, quarterly, and annual reports are prepared and submitted according to NCDOT guidelines.

Financial Oversight

- Submit quarterly claims to NCDOT to ensure timely reimbursement to the transit agency.
- Work with county transit systems to develop program budgets during the UGA grant application period.

Project Collaboration

- Collaborate with internal departments and external stakeholders to facilitate project planning, implementation, and evaluation.
- Coordinate project activities, timelines, and deliverables to ensure alignment with grant objectives.
- Facilitate communication among project teams, stakeholders, and grantors to address challenges and ensure project success.
- Performs additional related job duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Familiarity with the grant administration.
- Independence, motivation, and resourcefulness
- Ability to communicate complex issues clearly and concisely, verbally and in writing
- Ability to work with individuals across many local and state government organizations.

Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with other employees, customers and partners.
- Work effectively as a team contributor on all assignments.
- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations in an effective manner to accomplish common task.

- Function in highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.
- Maintain regular and punctual attendance.

Physical Requirements

- Must be able to perform the basic life operational skills of talking, walking, lifting, reaching, standing, fingering, feeling, hearing and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally and or 10 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Must possess the visual acuity to examine and work with maps, charts, and detailed materials, operate a computer, go and inspect sites regarding planning issues, use measuring devices, do figure computations, and do extensive reading.

Desirable Education and Experience

- Three years of relevant work experience and high school degree required; bachelor's education desired but not required. However, any combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job duties listed may be substituted.

Land of Sky Regional Council - 2023