LIVERMORE/AMADOR VALLEY TRANSIT AUTHORITY

**JOB DESCRIPTION**

**POSITION:** Senior Grants, Project Management, and Contract Specialist

**CLASSIFICATION:** Non-Exempt, Full-Time Position

# BRIEF POSITION DESCRIPTION

The Senior Grants, Project Management, and Contract Specialist position reports directly to the Director of Planning and Operations and is responsible for discretionary grant writing and management. Additionally, the position provides project management, including project planning, procurement, budget management, reporting, and closeout. Finally, position provides contract oversight of the fixed route contractor.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

***25% Discretionary Grant Writing and Management***

* Monitors all federal, state, and regional laws and notices of upcoming grant opportunities relating to public transit;
* Researches discretionary grant opportunities and develops grant funding strategies;
* Prepares grant applications to federal, state, and regional agencies;
* Updates staff on grant progress, i.e., document submittals, deadlines, and upcoming grant opportunities as needed. Prepares necessary grant amendments requests, extensions, revisions, and progress updates;
* Monitors and maintains tracking system for milestones and deliverables, and upcoming grant opportunities;
* Anticipates and meets all reporting and submission deadlines; and
* Coordinates legislative support for grant applications.

***30% Project Management***

* Manages Authority’s capital projects, including project planning, scoping/engineering, cost estimates, procurement, budget management, reporting, invoicing, and closeout;
* Provides coordination with Authority’s leadership on projects;
* Provides written and verbal updates to Authority’s Board of Directors; and
* Monitors and provides support for legislative activity that affects Authority’s projects and mission.

***35% Fixed Route Contract Compliance***

* Manages the various elements of fixed route contract oversight, including contract staffing levels, customer service training, safety training and trends, maintenance, and overall performance of the fixed route service;
* Regularly and randomly inspects the elements of the fixed route contract oversight in the field;
* Meets on a regular basis with fixed route contractor to address deficiencies;
* Coordinates the procurement of the Fixed Route Operations and Maintenance contract; and
* Provides regular updates to Authority leadership on the performance of the contractor in providing fixed route services.

**Other duties as assigned 10%**

### The employee shall work well under pressure meeting multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with colleagues, supervisors, contract service provider, external grant funding agencies, and the public.

### The work of this position is primarily performed in an office setting, working at a computer, phone, etc.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY POSITION:**

* Strong writer with clear and concise style
* Strong grammar, editorial and proofreading abilities; high level of attention to detail
* The ability to understand, interpret, and apply complex rules, regulations, and legal provisions governing grant programs
* Ability to identify and research issues and develop sound strategies and options for implementing solutions
* Computer proficiency with skills in Word, Excel, PowerPoint, and Outlook in addition to learning new software programs if/when necessary
* Ability to organize, prioritize, problem-solve, and manage multiple tasks while meeting critical deadlines
* Ability to interpret and enforce contract terms and conditions
* Ability to work in a team and individually
* Some knowledge and experience of grant/contract reporting requirements and regulations on federal, state, and local government agency programs, issues, and regulations (OMB Circulars), especially related to public transit
* Knowledge or familiarity with the Livermore Tri-Valley area is desired but not required
* Commitment to public transit and its goals
* Familiarity with CARB, DBE, ADA, EEO, and Title VI is desired but not required

**LICENSE REQUIREMENTS:**

Must possess and maintain a current, valid California Driver’s License and satisfactory driving record (periodically drives LAVTA vehicles).

## ORGANIZATIONAL RELATIONSHIPS

* Position reports directly to:

Director of Planning and Operations

* Position coordinates with:

All LAVTA Personnel

LAVTA’s Fixed Route Contractor

Representatives of Local, County, Regional, State and Federal Agencies

**QUALIFICATIONS:**

***Education:*** Bachelor’s degree.

***Experience:*** Three to five years of experience in grant and/or financial management and project management within a public or transit agency (e.g. internship or assistant) is desired, including some knowledge of federal, state, and local regulations (e.g. OMB Circulars) governing grant programs for transit agencies; or demonstrated ability to gain that knowledge.