



METRO Regional Transit Authority

Grants and Compliance Specialist

Department: Planning

Classification: Non-Exempt

Safety Sensitive: No

Position Summary: The position be responsible for the overall management of the grants program and the development of future transportation initiatives for METRO. This role requires an experienced leader with expertise in grants, grants management transportation planning, strong communication skills and a strategic mindset.

Reporting Relationships:

Position Reports to: Chief Culture Officer, works closely with the Finance Department, Operations Department.

Essential Job Functions:

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions described in this position description. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this position description.

Job Responsibilities:

Grant Coordination:

- Identify potential federal, state, local and other grant opportunities that align with the organization's mission and goals.
- Coordinate the preparation and submission of grant proposals, including gathering necessary documentation and information.

- Collaborate with internal teams to develop comprehensive and compelling grant proposals.
 - Ensure adherence to grant application deadlines and submission requirements.
- Compliance Management:**
- Stay informed about federal, state, and local grant regulations and guidelines.
 - Ensure METRO complies with FTA reporting requirements and audits.
 - Assist in the development and implementation of policies and procedures to ensure compliance with grant requirements.
 - Conduct regular audits to monitor and evaluate compliance with grant terms and conditions.
 - Assist in providing guidance and training to staff on compliance-related matters.
- Grant Administration:**
- Oversee the implementation of approved grant-funded projects, ensuring alignment with grant objectives.
 - Monitor project timelines, milestones, and deliverables to ensure compliance with grant agreements.
 - Maintain accurate and up-to-date records of all grant-related activities, including budgets, reports, and correspondence.
- Communication and Reporting:**
- Serve as the primary point of contact for grant-related communications with funding agencies.
 - Prepare and submit timely and accurate reports to grantors, detailing project progress and outcomes.
 - Communicate regularly with internal stakeholders to provide updates on grant activities and compliance status.
- Budget Management:**
- Collaborate with finance teams to develop and monitor grant budgets.
 - Ensure proper allocation of funds and adherence to budgetary guidelines.
 - Address any budget-related issues or concerns in consultation with relevant stakeholders.

Physical Requirements & Working Conditions: Job requires incumbent to stand, walk, sit, talk or listen, lift 25 pounds, view things at 20 feet or more. Work is typically performed indoors and is subject to pressure from contacts with the general public, individual citizen contact, night and/or weekend meetings and deadlines under pressure.

Required Skill Sets:

Communications & Administrative Skills:

- Strong written and verbal communication skills
- Ability to use spreadsheet, word processing and job-specific software
- Ability to speak effectively with individuals and small groups, and to respond to questions
- Establishment of internal records and reporting mechanisms to gauge effectiveness of fund utilization

- Ability to deliver formal presentations
- Assist in developing long term funding plans to meet the goals and objectives of METRO
- Responsible for preparation, filing and monitoring of all federal and state grant applications, awards, amendments and all subsequent follow-up activity.
- Offer key interpretations of federal and state regulations and guidelines with regards to grants and grants related matters
- Determines the availability of special or discretionary funding and recommends to METRO potential funding sources and projects for such named sources in support of METRO goals and strategic plan
- Ability to effectively communicate both verbally and in writing
- Acts as liaison to federal, state and local officials and coordinator of grant reporting, grant execution, and other written correspondence required for ongoing administration
- Establishes and monitors internal processes that meet the requirements for grant eligibility and compliance
- Collaborates with area organizations and authorities/agencies to produce creative support mechanisms to foster reciprocal community relations
- Consult with public and private sector, cooperatively with planning, finance and operations department to develop economic resources for the consideration of future multi-modal alternatives and projects

Interpersonal & Cognitive Skills:

- In-depth knowledge of principles, practices and trends of transportation planning, funding, and policies.
- Excellent analytical and problem-solving abilities.
- Interpersonal skills necessary to provide effective communication to planning staff and to develop cooperative working relationships with co-workers, senior management, elected officials and vendors
- Ability to research, compile and summarize a variety of informational and statistical data and material to determine problem scope
- Ability to establish and maintain effective working relationships with various departments, individuals or other internal groups
- Knowledge of administrative principles and practices including goal setting and goal implementation
- Ability to understand and interpret complicated policies, procedures and protocols
- Ability to maintain issue confidentiality

Leadership Skills:

- Strong leadership and team management skills, with the ability to inspire and guide a dynamic team.
- Proven experience in a senior planning role within the transit or transportation sector.
- Ability to plan, organize, assign, direct, review and evaluate the work of staff
- Ability to provide for professional development of staff
- Ability to interpret a variety of instructions in written, oral, diagram or schedule form
- Ability to demonstrate conflict management skills
- Knowledge of analytical skills necessary to develop and implement mission, goals and procedures
- Knowledge of administration and supervision of staff and activities
- Knowledge of basic budgetary principles and practices
- Ability to demonstrate initiative and independent judgment

Experience and/or Educational Requirements: Associate's degree or two years of college level course work in business communications, English, journalism, accounting, finance, economics or related area. Experience performing the duties described above may substitute for the degree requirement or college level coursework on a year for year basis. Two years of related experience preferably in the area of grants and contracts development/management, fundraising or public affairs. Must be proficient using spreadsheet, word processing, database and presentation software and must have experience integrating software applications to produce complex documents. Demonstrated experience in HTML coding and/or web specific software is required. Must have knowledge of techniques used for online database research. Must have the ability to learn and apply knowledge of all pertinent federal, state and local regulations. Ability to communicate effectively both orally and in writing and establish and maintain effective working relationships.

Core Values:**Teamwork:**

- Demonstrating teamwork in and across departments
- Treating everyone with respect
- Recognize that the team is greater; much more than the collection of individual efforts

Service Excellence:

- Providing the best customer service to everyone, both externally and internally
- Frequently exceeding expectations
- Serving our customers and each other

People Centric:

- Respecting diversity/individual differences
- Treating everyone fairly, consistently and equitably
- Valuing everyone: co-workers, customers, each other, stakeholders

Integrity:

- Always demonstrating honesty, trust, character and fairness without compromising the truth
- Showing high regard for civility, equity/fairness and human dignity
- Having the courage to do the right thing

Action Ready:

- Sharing one goal, one mission
- Keeping commitments
- Giving more than is expected, willingly, without hesitation and without direction