

# CAPITAL DISTRICT TRANSPORTATION AUTHORITY

## JOB DESCRIPTION

**Position Title:** Grants Manager **Exempt:** X  
**Department:** Finance **Nonexempt:**  
**Reports to (title):** Budget Analyst  
**Date Written:** 11/1/2018 **Grade:** 616  
**Location:** Albany **Part-Time:**  
**Full -Time:** X

**General Purpose of Job/Job Summary.** *Briefly describe the job's primary purpose or contribution to the department or organization; that is, what you are responsible for accomplishing:*

The Grants Manager is responsible for maintaining the Authority's relationship with the Federal Transit Administration (FTA), who distribute over \$15 million annually to the Authority. Within this relationship, the Grants Manager prepares and submits all grant applications on behalf of the Authority as well as reports on their progress. The Grants Manager is also responsible for finding and applying for funding as opportunities arise.

### **Essential Functions:**

- *List the job's essential or most important functions and responsibilities. Include all-important aspects of the job – whether performed daily, weekly, monthly, or annually, and any that occur at irregular intervals.*
  - *List in order of importance.*
1. To prepare State and Federal grant applications as required including technical exhibits and assembling appropriate information from other departments. This includes electronic grant filing.
  2. To manage relationships with external funding partners in addition to internal project managers
  3. To research and keep the Authority staff apprised of new grant opportunities.
  4. To prepare periodic reports on grant activity for both internal and external (compliance) purposes. This includes progress reports to granting agencies
  5. To fully understand appropriate state and federal regulations and statutes governing grant activities and to communicate to CDTA staff changes in grant requirements.

6. Assist in monitoring grant procurements to ensure items are being charged appropriately. (Within the agency as well as with sub-recipients.)
7. Maintaining an open line of communication with State & Federal Sources. This includes leading any review efforts by these agencies (i.e. Triennial Review)
8. Provide oversight of sub-grantees ensuring compliance with FTA guidelines.
9. Actively participate in regional planning process, coordination with Planning Department
10. Assist in preparation of Five-Year Capital Plan.
11. Assist Comptroller compiling data and discerning which items purchased shall be classified as fixed assets.
12. Assist Senior Deputy Comptroller with Monthly Management Report.
13. Perform other related duties as assigned.

**Supervisory Responsibilities:**

Does this position include any supervisory responsibilities?       X   Yes        No

If yes, list the number of total people and the titles of the positions this individual is responsible for:

Grants Accountant

**Knowledge, Skills, and Abilities** *(include any technical skills required for this position):*

Considerable experience in Grant Administration including FTA report processing. Competence in Microsoft Word, Excel, and Database Management.

**Education and Prior Work Experience** *(determine the level of education and experience needed to successfully accomplish the essential functions of the job; i.e., certification, license, degree, management, etc.):*

Bachelor's Degree in Planning or Business. Experience with State and Federal Grants. Master's Degree Preferred. Three to Five years professional experience.

**Physical Demands** *(refers to things; i.e., lifting, long hours, traveling, etc.):*

\*Minor Travel

\*Occasional work past normal business hours

**Work Environment** *(time flexibility, noise, heat, outside work, etc.):*

\*The work environment is a standard office setting.

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities
- This job description in no way implies that these are the only duties to be performed by the employee occupying this position. Furthermore, the company reserves the right to add or to revise an employee's job duties at any time at its sole discretion.

\*\*\*\*\*

Prepared by:	<u><b>Philip Parella</b></u>
Title:	<u><b>Director of Finance</b></u>
Date Completed:	<u><b>11/1/2018</b></u>
Direct Supervisor Approval:	_____
Department Head Approval:	_____
Human Resources Review:	_____