



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

JOB POSTING #2022-03

CLOSING DATE: OPEN UNTIL FILLED

Job Title: Grants Coordinator

FLSA Status: Non-Exempt

Work Location: 602 N. Staples, & as assigned

Department: Contracts & Grants

Reports To: Director of Procurement & Grants

Pay Grade: 22 **Salary:** \$24.89-\$40.57
(Min-Max)

General Summary: Under the direction of the Director of Procurement & Grants, works to accomplish state and federal grant solicitation, compliance and reporting and performs complex and technical work in financial reporting and compliance of the CCRTA's grant areas. Also helps facilitate the contracting and purchasing activities for the CCRTA in accordance with Federal and State laws and regulations.

Essential and Marginal Job Functions: Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Identifies and writes grant applications for funding opportunities made available by the Federal Transit Administration (FTA), such as 5307, 5339, and competitive grants, Texas Department of Transportation (TXDOT), and/or any other local organization;
- Tracks and monitors grant obligations and expenditures and prepares monthly, quarterly, and yearly progress reports as required by the funding agencies, senior management, and other internal stakeholders;
- Enters and updates grant information in the FTA's TrAMS and TXDOT's eGrant's System as required;
- Coordinates and collaborates with the Director of Procurement & Grants and with various CCRTA departments to ensure success in meeting CCRTA's grants management goals;
- Administers and is the Point of Contact for CCRTA's FTA's Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) Program;
- Maintains knowledge of grant funding policies, regulations, and procedures; disseminates and/or presents changes to departments and advises on the implementation of changes and the impact of changes on funded projects;
- Assists the Procurement Specialist in the preparation of formal solicitation packages;
- Assists the Procurement department with the process of purchase orders and small purchases;
- Establishes and maintains effective working relationships with those contacted in the course of work;
- Maintains confidentiality regarding all CCRTA related business information and personnel issues;
- Performs other job-related duties and responsibilities as assigned;
- Maintains an exemplary attendance record.

It is the CCRTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law. To request a reasonable accommodation regarding application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 289-2712.

Qualifications include:

Knowledge of:

- Grant Programs, including Federal, State and local regulations;
- Required working knowledge of Word and Excel, training in or working knowledge of Access and PowerPoint, preferred;
- Correct English usage, spelling and vocabulary;
- Demonstrated interpersonal skills suitable for knowledgeable, effective, and courteous interaction with the general public, vendors, and co-workers;
- Advanced personal computer and software application skills; thorough knowledge of grammar, spelling, business math, office practices, and administrative procedures; and
- Good organizational, communication and time management skills; must be detail-oriented.

Ability to:

- Ability to develop and produce grants and other proposals.
- Ability to identify problems, evaluate alternatives, and implement effective solutions.
- Ability to establish goals and objectives, to devise solutions to grant management problems.
- Ability to anticipate needs and risk.
- Ability to exercise sound judgment and discretion.
- Ability to exercise initiative and creativity.
- Requires demonstrated initiative and an ability to meet strict deadlines;
- Ability to interpret guidelines, policies, procedures, and regulations.
- Ability to maintain effective working relationships within and outside the agency.
- Ability to communicate effectively, constructively and respectfully.
- Ability to work in a team environment.
- Ability to develop and evaluate program policies.
- Effective office administration practices.
- Communicate effectively verbally and in writing with emphasis on clarity of expression.
- Willingly foster a positive work environment.
- Provide service in a courteous and professional manner.
- Exercise independent judgment and responsible decision-making.
- Understand and follow oral and written instructions.

Skills:

- Excellent time management skills, including overlapping of projects and deadlines.
- Demonstrated organizational skills.
- Demonstrated writing and compiling plans and reports.
- Effective critical thinking skills.
- Operate a variety of office equipment.
- Type at a speed necessary for successful job performance.
- Demonstrated excellent interpersonal relationship and teambuilding skills.
- Proficiency in Microsoft Excel and/or similar spreadsheet application(s).
- Proficiency in Microsoft Word and/or similar word processing application(s)
- Demonstrate problem solving skills

- Thorough knowledge of local, state, and federal laws and regulations relevant to program areas.
- Grant preparation, development, evaluation, and monitoring.

Experience and Training Requirements:

This position requires any equivalent combination of the following training, education and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** Bachelor's degree in Business, Public Administration, or related area.
- **Experience:** Minimum five (5) years of related work experience.
- **License or certificate:** Possession of an appropriate, valid TX Driver's License on the date of application as required for position to operate CCRTA vehicles.
- **Other Requirements:** Must be at least 21 years of age. Any job offer and continued employment is contingent upon completing and passing a pre-employment job agility evaluation, physical, drug and alcohol screen and background investigation with not more than two moving violations or accidents in the past three years, no more than one DWI/DUI in a lifetime, and no DWI/DUI in the past five years.

Working Conditions and Physical Requirements:

Works primarily in a typical, climate-controlled office environment. Average amount of overtime and extended work hours are required. The noise level in the work environment is usually moderate. While performing the duties of the job, the employee occasionally works in outside weather conditions. Standard physical activity includes, but is not limited to, sitting, standing, and walking activities. Essential and marginal functions require maintaining physical conditions necessary to carry/lift/push or pull loads up to 10lbs.

CCRTA is proud to be an Equal Employment Opportunity Employer, supporting diversity in the workplace. M/F/D/V