

GRANTS COORDINATOR (PUBLIC TRANSPORTATION)

DISTINGUISHING FEATURES OF THE CLASS: This is primarily professional work involving responsibility for overseeing and monitoring a variety of grant related public transportation programs and the public transportation capital projects program, including as well as ensuring compliance with policies and regulations, as they apply to sub-recipient transit operators. The work is distinguished from that of a Grants Specialist in the complexity of assignments and the level of independent judgment exercised. The work may be performed other than during normal work hours. The work is performed under the direct supervision of the Director of Administration and Research. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and monitors grant-related programs of the Department of Public Transportation in order to ensure compliance with regulations, policies, and procedures of regulatory agencies and funding sources;

Prepares a variety of records and reports;

Monitors and maintains records of the expenditure of grant-related funds in order to ensure appropriate use of funds and maximize reimbursement from funding sources;

Prepares and files federal and New York State grant applications;

Researches, tracks, interprets, and provides recommendations regarding current and proposed New York State and local legislation and federal and New York State regulations, policies and guidelines as they pertain to public transportation in order to identify funding sources and opportunities, and makes recommendations regarding same;

Acts as liaison with the Federal Transit Administration (FTA) and New York State Department of Public Transportation (NYSDOT) regarding public transportation grant-related programs to gather and exchange information, ensure compliance with regulations and requirements, etc.;

Acts as liaison with sub-recipients (e.g. Clarkstown Mini-Trans, COACH USA, Monsey Trails) in order to provide oversight and conduct annual on-site audits of records, equipment, vehicles, facilities and ensure contractual obligations are met;

Coordinates the County's sub-recipient transit operators oversight program by developing and implementing procedures and guidelines for the inspection and review of such operators, monitoring their practices and procedures to ensure compliance with federal, New York State, and local requirements, reviewing records, facilities, equipment, and vehicles, etc.;

Coordinates and monitors the Department of Public Transportations' Capital Projects Program by providing information for the preparation of specifications for equipment purchases, acting as liaison with other County departments, reviewing the progress of projects and preparing reports regarding same, gathering and organizing administrative data regarding equipment and services in order to comply with federal and New York State requirements, etc.;

Collects and maintains data and prepares documentation regarding programs, services, etc. in order to comply with mandatory reporting requirements in accordance with federal, New York State, and County policies (e.g. FTA National Transit Database annual reports, NYSDOT 17A Report of Financial and Performance Assessment, etc.);

Oversees mandated programs for transit agencies in receipt of New York State and federal funds and ensures compliance with regulations and guidelines (i.e., serves as Title VI Coordinator, Drug and Alcohol Program Manager, Designated Employer Representative, Disadvantaged Business Enterprise Liaison Officer, etc.);

(over)

Participates in emergency planning, especially as it pertains to public transportation response activities;
Conducts and participates in training, evaluation and professional development workshops for various grant-related initiatives and programs;
May conduct field investigations and on-site bus operations activities, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of resources available for seeking public transportation funding sources; good knowledge of federal and New York State regulations they pertain to public transportation*; thorough knowledge of the principles, practices and techniques of grant applications and monitoring*; good knowledge of the principles and practices of administration; ability to communicate effectively, both orally and in writing; ability to prepare written material, including reports; ability to comprehend and interpret written material; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Business Administration, Public Administration, Finance, Transportation Planning, Transportation Management or comparable curriculum and four (4) years of professional-level (i.e., non-clerical), administrative, business, or governmental experience which involved monitoring or developing public transportation-related grants, projects or contracts.

PROMOTION: One (1) year of permanent status as a Grants Specialist (Public Transportation).

*To be demonstrated during the probationary period.