

GRANTS SPECIALIST (PUBLIC TRANSPORTATION)

DISTINGUISHING FEATURES OF THE CLASS: This is primarily technical work involving a responsibility for maximizing available federal and state funds for the improvement and expansion of public transportation in Rockland County. The work involves applying for grants as well as monitoring program expenditures and pending federal and state legislation and reimbursement. The work is performed under the supervision of the Commissioner of Public Transportation. Work guidance (e.g. acting as a lead worker) may be provided to technical or clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares and files federal and state grant applications;
Monitors and maintains accounts of the expenditure of grant-related funds in order to ensure appropriate use of funds (e.g. balances may be earmarked for other uses) and maximum reimbursement from funding sources;
Prepares and modifies specifications for equipment purchases and capital projects, as required for the solicitation of bids;
Oversees and monitors the grant programs of the Department of Public Transportation, including the maintenance of a variety of records of grant programs and preparation of progress reports, as necessary;
Studies and interprets federal and state regulations, policies and guidelines in order to identify the availability of funding sources for county programs;
Monitors progress of long-range programs, especially capital projects, by periodically reviewing fiscal information (e.g. cost of equipment purchases) and movement towards program goals;
Researches, tracks and reports upon current and proposed local and state legislation, guidelines and grant opportunities which may provide new funding sources for the Department of Public Transportation;
Makes recommendations to the Commissioner of Public Transportation about the application for, and use of, grant funds;
Attends meetings, workshops and conferences, as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of various federal and state programs and policies as they pertain to public transportation*; good knowledge of the principles, practices, and techniques of capital projects and grant monitoring; working knowledge of the preparation of transportation-related specifications*; ability to communicate effectively, both orally and in writing; ability to prepare written material; ability to comprehend and interpret policies and guidelines especially as they pertain to grant applications.

MINIMUM QUALIFICATIONS: A Bachelor's degree and three (3) years of administrative, business or government experience that included the monitoring** or development of transportation-related contracts, projects, or grants.

(over)

NOTES:

1. A Bachelor's degree in Public Transportation, Urban Planning, Public Administration, Business Administration or closely related field may be substituted for one (1) year of the required experience.
2. A Master's degree in Public Transportation, Urban Planning, Public Administration, Business Administration or closely related field may be substituted for two (2) years of the required experience.

*To be demonstrated during the probationary period.

**Monitoring shall be defined as professional-level review, including fiscal review, of compliance, progress, and funding with respect to transportation-related contracts, projects or grants.