



Regional Transit Authority

Job Title: Sr. Grants Program Specialist
Supervisor: Director of Grants
Closing Date: February 11, 2020

The Regional Transit Authority in New Orleans is a political subdivision of the State of Louisiana charged with providing safe, efficient, and reliable public transportation in the City of New Orleans and the surrounding parishes. The Regional Transit Authority was created by state legislation in 1979 and commenced operation in 1983. For the first time in the agency's history, we are building a robust, in-house staff to manage the day-to-day affairs of the agency.

Role and Responsibility

This position under general supervision, perform a variety of functions and activities required for Federal Grants acquisition, compliance, and administration. Work is performed under general supervision and performance evaluation is based on completion of assignments and results obtained.

Responsibilities include:

- Assist in the development of grant applications for capital, operating, planning, training, and other programs to the Federal Transit Administration (FTA), including the Program of Projects (POP) and Unified Planning Work Program (UPWP).
- Collaborate in the preparation of budgets for all grants, including project budgets with the assistance of project managers and the Accounting and Budget Department; monitor expenditures; report and reconcile discrepancies in consultation with staffs of Grants Administration and Accounting.
- Acquires information for development of a system-wide Cost Allocation Plan (CAP); with the Accounting Department; provides technical assistance in negotiating CAP approval of the CAP with the FTA; assists in updating the CAP, as necessary.
- Acquires information for development of Force Account Plan (FAP), as necessary, periodically updates same.
- Monitor expenditures charged to approved activity line items, including project support and force accounts; review all grant-supported contracts and invoices for conformity with approved budgets and eligibility requirements. Coordinate this function with the user departments, Procurement and Accounting Departments.
- Prepare grant amendments and/or revisions for electronic submission to the FTA; distribute approved revisions and amendments.
- Monitor utilization of local matching funds.



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- Furnish requested information relative to internal and external audits of grant activities.
- Review Federal Registers and FTA circulars and other documents/materials and program updates for changes and disseminate information to appropriate staff.
- Participate in development of capital plans.
- Research other grant funding opportunities and submit applications for same after obtaining appropriate approvals.
- Maintain and update computer and hard copy files.
- Perform other duties as may be assigned.

Qualifications

- Required
 - Bachelor's degree in Accounting, Business Administration, Public Administration, or a related field.
 - Three (3) years of grant administration or monitoring experience in the transit field,
 - Experience in monitoring and reviewing external contracts for compliance with contract terms and conditions.
 - Proven skill in liaising with employees across an agency.
 - Proficiency with computer software applications of word processing, spreadsheets, and databases
 - Ability to perform assigned tasks independently with minimal supervisory oversight.
- The ideal candidate will possess:
 - Excellent organizational and time-management skills.
 - Excellent problem solving skills.