

Title: FTA Grants Officer	Effective Date: August 24, 2007	Grade: XVI	Job Category: Professional
Prior Title: UMTA Grants Officer, Assistant Section Head - Public Transportation	Prior Effective Date: April 12, 2006	Grade: XVI	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for coordinating and managing grant activities required to secure federal financial assistance from the Federal Transit Administration (FTA) and subsequent subcontracting and compliance.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Interpret and administer federal regulations and guidelines related to FTA grant applications.
- Develop and coordinate procedures for preparing and submitting federal grant applications.
- Establish and direct record systems, report requirements, and financial controls for monitoring program contracts.
- Coordinate audits with the Internal Audit Division.
- Assist the Public Transportation Administrator with administrative and operational requirements.
- Develop the annual transit portion of the Disadvantage Business Enterprise Program.
- Coordinate transit's Title VI compliance.
- Confer with public and Federal officials for improving and coordinating public transportation programs.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in public administration, urban planning, or related field. The educational equivalent to a master's degree from an accredited college or university preferred. Experience in grants management, transportation planning, or related activities. Experience in Microsoft Excel, Access, Word and graphic programs desired.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.