

February 28, 2020**RECRUITMENT ANNOUNCEMENT
GRANTS ADMINISTRATOR****SALARY RANGE:
\$58,856.92 - \$83,915.89
PLUS EXCELLENT BENEFITS PACKAGE****FIRST REVIEW: MARCH 13, 2020
OPEN UNTIL FILLED****JOB SUMMARY:**

Under the general direction of the Accounting Manager, provides management of the Grants Program to ensure timely administration and management of all federal, state, and local grants. Coordinate a fiscal role in the Capital Improvement Program and participate on project committees, provide timely tracking, analysis, accounting, and reporting of all grants. Provide financial analysis of grant project funding for agency's annual budget cycle and long term forecasting. Provide compliance oversight management of federal grants on behalf of the agency.

ESSENTIAL JOB FUNCTIONS:

Administer all agency grants from pre-award through post award activity. Act as the authorized agency representative and liaison with funders for submission of grant applications, support, technical assistance, and federal audit compliance. Provide agency staff support for compliance with funder regulations and grant application preparation, as well as reporting on grant projects.

Pre-award

Research and review new grant opportunities from government, non-profit, public, and private sources for the benefit of the District; analyze the applicability of possible grants to the projects and services contemplated by the District; identify and make

recommendations regarding potential grant sources. Provide consultation and technical assistance to project managers for statement of work in grants. Program formula fund and discretionary projects into the Oregon State Transportation Improvement Program. Work with local Mid-Willamette Valley Council of Governments in programming grant-funded project key numbers into the Transportation Improvement Program to ensure access to federal funds for projects.

Prepare and submit grant applications for funding with the Federal Transit Administration (FTA), the Oregon Department of Transportation (ODOT), and other federal and non-federal funding sources; prepare reports detailing the status of all grant applications.

Post-award

Act as grant accountant in conjunction with accounting division to ensure that all grants are represented in the accounting system following state, federal, and local guidelines. Properly account for grant activity via database and maintain documentation and files related to grants. This includes coordinating with Finance staff to verify grant monies received are deposited to proper accounts, tracking and monitoring grant expenditures against grant award, insuring grants allow for reimbursement of indirect costs whenever possible, auditing internal records of divisions receiving grant funds, and providing technical assistance to other staff in grant administration.

Budget and auxiliary functions

Compile grant funding availability for projects annually in preparation of the annual budget. Prepare work papers, statements, schedule notes, special financial analyses, and other audit preparation as needed by managers and executive staff.

Audit and compliance

Act as agency liaison with FTA staff, ODOT staff, representatives of the local metropolitan planning organization, and relevant District staff to ensure all necessary reports and information are properly entered in local, state, and federal planning and programming documents.

Work with leadership and project managers to ensure compliance with the regulations governing the acquisition of grant funds.

Act as liaison with FTA and agency departments for preparation and compliance for the FTA triennial review.

Prepare Schedule of Expenditures of Federal Awards.

AUXILIARY FUNCTIONS:

Assist in coordinating District's Disadvantaged Business Enterprise purchasing program and filing reports as needed.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

General principles and practices of government budget and grant preparation and administration; data collection methods and practices; quantitative analysis; project techniques for staffing, resources, and projects; research and reporting methods, techniques, and procedures; record keeping practices, procedures, and methods; standard business computer application project management principles and concepts; principles of government fund accounting; sources of information related to a broad range of budget and grant programs, services, and administration; and ability to rapidly gain knowledge needed to work specifically with FTA and ODOT grants.

Extensive knowledge of grant application and administration processes and procedures.

Considerable skill in organizing and prioritizing multiple tasks and projects.

Considerable skill in analyzing and compiling technical and statistical information and recommending sound practices based on that information.

Considerable skill in using personal computers and Windows-based word processing and spreadsheet applications.

Considerable skill, or the ability to rapidly gain the skill to use the FTA's Transit Award Management System and Oregon's Public Transit Information System to apply for and monitor federal grant funds.

Ability to communicate both orally and in writing with other employees and the general public in a clear, concise, and logical manner at the level necessary to satisfactorily perform the duties of the position.

Ability to interact with other employees and the general public using courtesy, tact, and good judgment and to act as a positive representative of the District.

Ability to work cooperatively with others, be respectful of co-workers, and promote teamwork.

Ability to maintain confidential information.

Ability to be self-starting and proactive.

Ability to carry out work assignments and tasks while meeting time, quality, and quantity expectations.

Ability to perform job functions in a safe manner.

SPECIAL REQUIREMENTS:

No criminal conviction which may, in the sole judgment of the District, constitute a threat to property or the safety of others.

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's degree in business or public administration with course work in accounting and four years of experience with governmental grant writing and administration.

OR

Any satisfactory equivalent combination of related experience and training that provides required knowledge, abilities, and skills.

WORKING CONDITIONS:

Duties are performed primarily in an office environment.

May occasionally have to drive or take the bus to perform position functions. If incumbent wishes to drive, incumbent must present District with valid Oregon Driver's License and must maintain driving record that demonstrates adherence to safety and traffic laws.

Must travel occasionally to attend meetings or perform other duties of position.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY EMPLOYEES ASSIGNED TO THIS JOB CLASSIFICATION. THIS DESCRIPTION DOES NOT INCLUDE OTHER OCCASIONAL WORK THAT MAY BE ASSIGNED WHICH WOULD BE SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION.

TO APPLY:

Please submit the application and supplemental questionnaire to the Administration office. To obtain an application and supplemental questionnaire:

- ❖ Internet: You may download application materials in Microsoft Word format (.doc) or Adobe Acrobat format (.pdf) from the Salem Area Mass Transit District's Careers page. Refer to specific current job opportunity of interest for application materials. Website: www.Cherriots.org/careers.
- ❖ In Person: You may pick up application materials from the Human Resources Department located at 555 Court St NE, Suite 5230, Salem, Oregon 97301. Our office hours are from 8 a.m. to 5 p.m., Monday through Friday.
- ❖ By Telephone: You may request that an applicant packet be sent to you by calling the Human Resources Department at 503-588-2424. Application materials will be sent via U.S. Mail. Office hours are 8 a.m. to 5 p.m., Monday through Friday.
- ❖ By U.S. Mail: Application materials may be requested via U.S. mail.

Mail or deliver to: Salem Area Mass Transit District
Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301

OR

Email to: Recruitment@cherriots.org

Faxes or resumes in lieu of original official District application form will not be accepted. Applications may be submitted in person, by email or by mail; however, Salem Area Mass Transit District is not responsible for lost or delayed mail.

AN EQUAL OPPORTUNITY EMPLOYER

NOTE: Under the provisions of the Immigration Reform and Control Act of 1986, Salem Area Mass Transit District will require any person hired or rehired to provide evidence of identity and eligibility for employment.



SALEM AREA MASS TRANSIT DISTRICT
Non-Bargaining Employee Benefits

as of 7/1/2019

At time of hire

- **Medical and Prescription Insurance** with your choice of PacificSource or Kaiser Permanente; premium 100 percent paid by District
- **Vision and Hearing Insurance** with Ameritas; premium 100 percent paid by District
- **Dental Insurance** with Oregon Dental Service - MODA; premium 100 percent paid by District
- **HRA VEBA – Health Savings Account** – \$1000 provided by District annually
- **Employee Assistance Program**
- **Paid Holidays** - *New Year's Day | Martin Luther King Jr. Day | Presidents Day | Memorial Day
Independence Day | Labor Day | Veterans Day | Thanksgiving Day | Christmas Day*
- **Vacation Leave** - Accrued bi-weekly according to a schedule of years of service, starting at 0-2 years of service | 3.08 hours bi-weekly | 10 days / year
- **Sick Leave** - 3.70 hours, accrued bi-weekly
- **Unused Sick Leave Cash-out at Retirement** - separation based on hours accrued and length of service
- **Universal Bus Pass** - Eligible on date of hire for employees to ride Cherriots buses for free

After six months

- **Long Term Disability Insurance** - Regence Life & Health Insurance Company premium 100% paid by District
- **Life Insurance, Accidental Death and Dismemberment Insurance** - Regence Life & Health
 - District pays 100% of premium costs
 - \$50,000 Life Insurance Policy for employee; \$2,000 Dependent Life for Spouse; \$1,000 Dependent Life for Children
- **Family Bus Pass** - For eligible dependents to ride Cherriots buses for free

Employee Retirement Plans

- **401(a) Money Purchase Plan** (Defined Contribution Plan)
 - District contributes 10% of employee's earnings
- **Floor Offset** (Defined Benefit Retirement Plan) - based on formula

MORE
BENEFITS 



SALEM AREA MASS TRANSIT DISTRICT
Voluntary Employee-Optional Benefits
(Employee Funded)

- **Voluntary Supplemental Life Insurance**
 - Guaranteed Issue of \$100,000 employee; \$10,000 spouse
- **Deferred Compensation Plan – ICMA Retirement Corporation**
 - Payroll deduction
 - Employee self-contribution
- **LegalShield® and IDShield™**
 - Payroll deduction
- **Cafeteria Plan - Flex Spending Account**
 - Payroll deduction

NOTE:

This is only a summary of benefits provided by Salem Area Mass Transit District for employees and dependents and should not in any way be construed as the full information on these benefits. For further details and requirements, please refer to Personnel Policies and Contracts of Insurance.