



## **GRANT PROGRAM SPECIALIST**

We are currently seeking a full time Grant Program Specialist to join our team!

### **Position Summary:**

Primary responsibilities will be to help manage and administer BSOOB Transit's federal, state and local grant funds, and to ensure that all procurements and grant funded projects adhere to state and federal procurement guidelines.

**Wages:** Salaried Position - \$45,000-\$60,000/year plus a competitive benefits package

### **Duties and Responsibilities:**

- Monitors financial status of grant awards and tracks receipt of grant revenues, ensuring compliance, accuracy and timeliness.
- Assists in the agency's grant tracking procedures using MS Excel and MUNIS, a financial management system.
- Prepares grant applications and all associated progress reports, on quarterly/annual basis as required. For FTA related grants, prepares and submits grant milestone reports in the transit award management system (TrAMS).
- Prepares forms and documents that must be submitted to grantors (Federal Transit Administration, Maine DOT, etc.) to secure grant funding.
- Helps managers prepare solicitations (Requests for Proposals, Invitations for Bid, Requests for Qualifications, etc.) that adhere to procurement procedures and Federal/State guidelines. Reviews bids and proposals.
- Provides research assistance to Management and assists with monitoring and implementing special projects (e.g., construction and consultant contracts, capital acquisitions, change orders).
- Identifies, and researches grant opportunities from various sources to support the agency.
- Assists with presentations and reports for management committees.
- Assists with agency procurement activities.
- Assists in the review of the preventable maintenance reconciliation process to identify and calculate expenditures that are eligible for grant reimbursement.

### **Position Qualifications:**

- A Bachelor's Degree or equivalent with major coursework in finance, accounting, business administration, public administration, or a closely related field.
- Two years of professional finance or analyst experience; operations, transit planning, or project management experience preferred

- Knowledge of federal, state and local grant requirements and procedures
- or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above

**Knowledge, Skills, and Abilities:**

- Advanced Microsoft Excel proficiency, including the ability to use and create formulas and pivot tables
- Intermediate to advanced proficiency in the other Microsoft Office programs, including Word, PowerPoint, and Outlook
- Strong organizational skills and attention to detail
- Strong oral and written communication skills in a variety of settings
- Ability to use sound judgment to make decisions
- Ability to organize, coordinate projects, set priorities, meet deadlines and follow up on assignments with minimal supervision
- Desire to help improve processes and organize financial data
- Desire to learn and grow professionally

**Physical Requirements and Environmental Factors:**

- Work is frequently conducted in an office or similar indoor environment Incumbent may sometimes be in a street, warehouse, shop or operating station environment
- Occasional standing, walking, crouching, kneeling, pulling and pushing.
- Occasional lifting and carrying objects.

**Disclaimer Statement:**

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.