



Twin Cities Area Transportation Authority
(269) 927-2268 • Fax (269) 927-2310

275 East Wall Street, P.O. Box 837, Benton Harbor, MI 49023

JOB DESCRIPTION

TWIN CITIES AREA TRANSPORTATION AUTHORITY

Title: Grant/Procurement Coordinator

Reports to: Executive Director

Effective Date: Until Filled

Job Summary: The Grant/Procurement Manager will plan, organize, lead, and manage a range of procurement and grant related financial and administrative activities for the Authority.

Essential Duties and Responsibilities:

- Collaborates with Executive Director to develop priorities, goals, and timelines for all Authority grants and procurements.
- Prepares grant applications and is responsible for active grant accounting.
- Oversees all aspects of Authority procurements including product research, bid oversight, and maintenance of appropriate records and checklists.
- Ensures the Authority is following all FTA civil rights obligations as the appointed Civil Rights Officer of the Authority.
- Serves as the Disadvantaged Business Enterprise (DBE) officer for the Authority.
- Maintains and updates all vehicle inventory records, capital asset records and Transit Management Plan.
- Attends internal TCATA working groups on finance, maintenance, safety, and outreach.
- Coordinate the development and submission of the Annual TIP and any amendments.
- Work with funding agencies to determine possible reprogramming options.
- Research, analyze and implement federal, state, and local rules and regulations.
- Responsible for the DBE Program and updating the program as required.
- Submit the Triennial goal and updated DBE program by the statutory deadline.
- Such additional tasks as the Executive Director may assign.

Required Skills/Abilities:

- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to maintain a regular attendance and punctuality to maintain job redundancy for administrative functions.
- Ability to work cooperatively in a fast paced, team-based environment.



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Required Education and Experience:

- Bachelor's degree in Accounting, Business, Supply-Chain Management, or related field of study.
- At least two-four years' experience working with public sector grant programs, purchasing, or senior level management.
- Special consideration will be given to individuals with public transit experience.
- Extensive knowledge of local, federal, state, and Federal Transit Administration (FTA) regulations, laws, guidance, policies, guidelines, and procedures.

Please Submit Resume and Cover Letter to: ACRAYTON@TCATABUS.ORG