

DATE: March 7, 2024

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Toni Roser, Director of Public Transportation
1 Danny Circle, Kingston, NY 12401

JOB VACANCY: Public Transit Grants and Procurement Specialist/ Permanent/Provisional / Full-Time / Benefited

LOCATION: UC Area Transit

SALARY: \$31.01 / hour (Grade 14)

FILL DATE: March 28, 2024



DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for managing and monitoring the procurement and grants function, which utilizes federal, state and local funds, designed to enhance the operations of Ulster County Area Transit. The employee works in cooperation with the Federal Transit Administration (FTA), the New York State Department of Transportation (NYS DOT) and Ulster County Departments to ensure compliance with funding requirements, in order to maximize access to grant monies. Additionally, the incumbent is also responsible for coordinating the department's purchasing program to guarantee that all preparation for departmental competitive quotes and bids are prepared by following FTA and NYS DOT guidelines. The work is performed under the general supervision of the Ulster County Director of Public Transit with considerable leeway allowed for the exercise of independent judgment and initiative in work methods. Supervision over others is not normally a function of this position. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of governmental purchasing practices and procedures; working knowledge of inventory control procedures and techniques; working knowledge of Federal Transit Administration (FTA) and New York State Department of Transportation (NYS DOT) funding requirements, limitations and regulations; working knowledge of current windows-based and web-based office software applications; ability to work with outside agencies and other county departments, to effectively follow bid specifications and purchase orders; ability to understand technical written material and follow technical oral and written directions; ability to prepare technical written material, including bid specifications and purchase orders; ability to make arithmetic computations quickly and accurately; ability to manage multiple assignments and priorities; good organizational skills; good judgment; attention to detail; accuracy; tact; honesty; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree (or a higher level degree) in Business Administration, Public Administration, Planning or a closely related field and one (1) year of full-time experience in the writing, procurement or administration of public sector transportation related grants, **OR** two (2) years experience in grant writing, grant procurement or grant administration, **OR** two (2) years of experience in the coordination of a purchasing procurement program; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration, Public Administration, Planning or a closely related field and two (2) years of full-time experience in the writing, procurement or administration of public sector transportation related grants, **OR** four (4) years of experience in grant writing, grant procurement or grant administration, **OR** four (4) years of experience in the coordination of a purchasing procurement program; **OR**
- C. An equivalent combination of training and experience as described in A and B above.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.