

PUBLIC TRANSIT GRANTS AND PROCUREMENT SPECIALIST

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.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Is responsible for the preparation of detailed competitive quotes and purchase orders to ensure compliance with the Federal Transportation Administration (FTA), New York State Department of Transportation (NYS DOT) and Ulster County guidelines;

Participates in the review and input of purchase requisitions and makes recommendations as to the most economic source, while following federal, state and local grant regulations;

Works as the departmental liaison between the FTA, NYS DOT and Ulster County Departments to ensure departmental compliance with funding requirements to maximize access to grant monies;

Develops vendor evaluation forms to guarantee that all federal and state requirements are properly stated, while working in collaboration with the Ulster County Purchasing Department;

Works with the Ulster County Purchasing Department to verify that all federal, state and local requirements are followed during the bid process and the search for competitive quotes;

Is responsible for coordinating with the Purchasing Department the scheduling of bids to maximize access to federal and state grant monies;

Follows through with all grants administration to make sure all federal, state and local requirements are met, in order to maximize access to available grant monies;

Creates and maintains a Funding Compliance Plan to ensure that the department meets the requirements of the FTA and NYS DOT funding criteria;

Creates and maintains an Indirect Cost Plan and other documents to ensure compliance with all regulatory requirements;

Responsible for the creation of an Ulster County Area Transit Procurement Plan, based on the needs of the department;

Conducts and maintains an inventory of departmental fixed assets, including all transit equipment and parts;

Coordinates the purchasing of products and services related to the maintenance and operation expenses of the department and oversees the federal and state reimbursement of monies for such expenses;

Coordinates the purchasing of products and services related to administration, preventive and maintenance training and safety programs and oversees the federal and state reimbursement of monies for such programs;

Assists the Director of Public Transit in completing and updating grant applications, reimbursement of funding and the closing of grant applications for local, state and federal grant monies;

Assists in the preparation of detailed quarterly reports and evaluations for review by regulatory agencies;

Assists the Director of Public Transit in researching all federal, state and local legislation, projects and programs for the possibilities and opportunities available for transportation grants relevant to the needs of the department;

Assists in the gathering of information, including data, and the necessary forms needed to fulfill the requirements of grant applications.

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.

ULSTER COUNTY
5287 PT GRT/PRC
Classification: Competitive
Grade: 14
Union: CSEA

Adopted: April 26, 2005
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