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# Brazos Transit District

## Job Description for Grants & Reporting Coordinator

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The purpose of this job description is to communicate the responsibilities and duties associated with the position of Grants and Reporting Coordinator. The following information should be considered a comprehensive description of this position; it should also be noted that some responsibilities and duties might not be specifically addressed. Brazos Transit District fully expects every person to perform any reasonable task or request that is consistent with fulfilling company objectives. BTD recommends that all employees display an ongoing effort to familiarize themselves with the duties and responsibilities of those positions directly above and below their own.

<b>Job Title:</b>	Grants & Reporting Coordinator
<b>Supervisor:</b>	Deputy CEO/General Manager
<b>Location:</b>	2117 Nuches Lane, Bryan, Texas
<b>FLSA Status:</b>	Exempt
<b>Safety Status:</b>	Non-Safety Sensitive
<b>Job Brief:</b>	The position of Grants & Reporting Coordinator is responsible for completing grants and grant related documents, reports, procurements, contracts, and other administrative support.

### Essential Functions

- Serve as liaison with FTA and TxDOT.
- Serve as the Custodian of Records for BTD.
- Apply for grants funded through FTA, TxDOT, and other agencies.
- Compile and submit required reports for FTA, TxDOT, and other funding agencies.
- Maintain current inventory as required by state and federal agencies.
- Coordinate advertising and legal notices with various vendors.
- Create transit related documents and forms
- Verify incoming invoices for accuracy and approve.
- Work with Deputy CEO/General Manager and the Finance Coordinator to develop annual budget.
- Ensure contracts are current with sub-contractors.
- Ensure vendor files are current.
- Enter data for transit services.
- Create reports for staff when requested.
- Verify scanning of manifest and signature logs scanned by designated staff member.
- Maintain confidentiality of information and Professional Customer/Employee/Supervisor relations.
- Maintain the standards of BTD, including but not limited to the Drug & Alcohol, ADA, EEO, Title VI, Code of Conduct and safety policies and procedures.
- Ability to operate in a constant state of alertness and in a safe manner.
- Additional duties as assigned.

**EMERGENCY RESPONSE/RECOVERY ACTIVITIES** - All employees will be required to work before, during, or after an Emergency. During an Emergency, employees may temporarily be assigned to work and perform duties outside the normal scope of their position, location and work schedule to fit the needs of the County and its citizens.

### Education and Experience

- An education equivalent with a high school diploma.
- Continuing transit related courses.

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- Desktop publishing.
- Three to five years of administrative experience.

**Aptitudes Required** This job requires the following levels of aptitudes:

**Reasoning Development** - must be able to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret variety of instructions furnished in written, oral diagrammatic, or schedule form.

**Language** - must be at a level that would normally read a variety of technical magazines with excellent comprehension. Must be able to write reports and essays with proper format, punctuation, spelling and grammar.

**Math Development** - must be able to add, subtract, multiply and divide.

#### **Supervision Received**

Supervision provided when necessary.

#### **Work Environment**

Works in normal office environment. Occasional need for exposure to fumes, chemicals, solvents, etc. Rare need to work outdoors, in confined spaces, or exposed to extreme temperatures.

#### **Physical Requirements**

- Have constant need (66% - 100% of time) for sitting, finger dexterity, and for typing or writing.
- Have occasional need (1% - 33% of time) for standing, walking, bending, stooping, squatting, grasping, gripping, or for driving or operating equipment.
- Have rare need (less than 1% of time) for climbing stairs, lying down, pushing/pulling, reaching above shoulders, or for climbing ladders.

#### **Lifting/Carrying**

- Have frequent need (33% - 66% of time) to lift/carry under 10 pounds.
- Have occasional need (1% - 33% of time) to lift/carry 10-25 pounds.
- Have rare need (less than 1% of time) to lift/carry 26-150 pounds.

#### **Other**

Ability to see details and to see beyond arm's length. Ability to hear and speak with other personnel to communicate effectively.

#### **Optimum Qualifications**

The successful candidate should have at a minimum good English communication and must also meet the aptitude requirements listed in this description. Exceptional organizational skills are needed. Candidate must be available at least one Saturday per year for training purposes.

I have read, understand and agree to perform the duties as outlined in this job description.

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date



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# **Brazos Transit District**

## **Applicant Acknowledgement**

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I \_\_\_\_\_ acknowledge that I have received a copy of the job description for the Grants & Reporting Coordinator for Brazos Transit District. I further acknowledge that I have read the job description and have been given the opportunity to ask any questions I may have regarding the duties, both physical as well as mental for this job. Based on the information provided me on the job description, I hereby attest to the following:

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Yes \_\_\_\_\_

I can meet the minimum physical and mental requirements of the job as outlined on the job description.

No \_\_\_\_\_

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Other (Please explain):

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Applicant Signature

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Date



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# Brazos Transit District

## Employee Acknowledgement

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I \_\_\_\_\_ acknowledge that I have received a copy of the job description for the Grants & Reporting Coordinator for Brazos Transit District. I further acknowledge that I have read the job description and have been given the opportunity to ask any questions I may have regarding the duties, both physical as well as mental for this job. Based on the information provided me on the job description, I hereby attest to the following:

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Yes \_\_\_\_\_

I can meet the minimum physical and mental requirements of the job as outlined on the job description.

No \_\_\_\_\_

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Other (Please explain):

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Employee Signature

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Date