



**RIVERSIDE TRANSIT AGENCY**  
invites applications for the position of:

## **Grants Manager**

---

**SALARY:** \$39.11 - \$60.62 Hourly  
\$6,779.08 - \$10,507.58 Monthly  
\$81,349.00 - \$126,091.00 Annually

**OPENING DATE:** 03/16/22

**CLOSING DATE:** Continuous

### **JOB SUMMARY:**

**THIS POSITION IS DESIGNATED AS NON-BARGAINING UNIT AND THE INCUMBENT SHALL SERVE IN AN "AT-WILL" CAPACITY.**

The Riverside Transit Agency is accepting applications to fill one vacancy in the Planning Department. This position manages the grants and assistance programs, planning and programming of projects, and research and develops funding sources and strategies to accomplish Agency's goals and objectives.

### **ESSENTIAL DUTIES/RESPONSIBILITIES:**

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are standard for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Researches, identifies and develops potential funding sources and strategies to accomplish agency's goals and objectives, including Public Private Partnerships (PPP) and Public Public Partnerships (PPP).

Manages the development, implementation, and securing of funding and revenue sources for transit programs, projects, and services.

Responsible for management of grants from concept through approval and assures that subsequent reporting is done and submitted in a timely manner by appropriate persons.

Responsible for project development, which includes conceptual planning, planning & engineering, environmental clearance, project funding, regulatory compliance and obtaining required approvals, including the development of financial plans.

Prepares and submits grant applications for federal, state and local grants and assistance programs.

Researches and keeps abreast of state and federal legislative initiatives and performs legislative analysis and advises management of appropriate action.

Coordinates and works closely with other departments/project managers to prepare requests for grant extensions, revisions, and amendments.

Prepares applicable sections of the Short Range Transit Plan (SRTP) to meet the requirements of federal, state, and local grant and assistance programs.

Prepares and updates RTA's Capital Improvement Plan (CIP).

Acts as agency's liaison to federal, state, and local planning, programming and funding agencies.

Holds public hearings and conducts outreach efforts for grants and programs as required.

Assists project managers in developing and preparing project scopes, schedules, and budgets.

Prepares and updates the grants manual, standard operating procedures (SOP's) and grants log/progress reports.

Writes and develops staff reports, presentations, grant applications, letters, and scopes of work for various planning related projects and tasks.

Prepares cost estimates and reports; advocates for funding needs of the agency's transportation programs, and works with other departments to assess future trends, opportunities, and challenges.

Assists with budget preparation and the development of funding strategies.

Works with private and public agencies such as member cities, Riverside County Transportation Commission (RCTC), Western Riverside Council of Governments (WRCOG), Southern California Association of Governments (SCAG), California Department of Transportation (Caltrans), Federal Transit Administration (FTA), school districts, private businesses, developers, etc., to accomplish the objectives of this position.

Assists and coordinates planning and programming documents needed for the state Transportation Development Act (TDA) Audit and FTA Triennial Review.

Works with FTA, Caltrans, SCAG, RCTC, WRCOG, and other funding agencies and governments to plan, program and administer grants and assistance, including the programming of projects in Regional Transportation Plan (RTP) and Transit Improvement Plans (TIPs).

Follows through with local, state and federal agencies to ensure grants are executed and all aspects of compliance and fiduciary responsibilities are fulfilled.

Prepares information and data for publications such as annual reports and press releases.

Represents the agency on regional transportation planning and technical advisory committees and provides assistance and support for various planning projects and activities.

Presents information regarding various projects and activities at public meetings, technical advisory committees, T-NOW meetings, and to the Board of Directors as needed.

Prepares and assists with responses to inquiries and requests from other agencies, advisory groups and general public as needed.

### **SUPERVISORY RESPONSIBILITIES**

Manages the Planning Department and assists in the coordination and supervision of staff as needed. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **QUALIFICATION GUIDELINES:**

**QUALIFICATIONS** To perform this job successfully, an individual must be detail oriented, adaptable to changes, possess strong analytical and communication skills, and enjoy working under deadlines in a fast pace environment. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree (B.A./B.S.) from an accredited four-year college or university in transportation planning, urban planning, business, finance, public administration or a related field, with a minimum of five years of experience in grants administration and programming, transit planning, or an equivalent combination of education and experience. Master's degree preferred.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS**

Ability to apply advanced mathematical concepts as it relates to transit scheduling, frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis. Ability to compute rates, ratios, and percent and to draw and interpret trends from historical data and for forecasting.

**COMPUTER SKILLS**

Knowledge of basic office equipment and personal computers. Familiarity with software programs such as Microsoft Office, to include Word, Excel, Access, etc.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES**

Knowledge of federal, state, and local funding practices and procedures, including working knowledge to FTA's TEAM-Web. Knowledge of the principles and practices of urban and regional planning and administration. Knowledge of public organizations and their administration. Knowledge of statistical and research methods. Knowledge of state and federal grant process. Strong interpersonal communication skills. Ability to write clear and concise reports. Ability to gather and analyze facts and arrive at sound planning conclusions and recommendations. Ability to establish and maintain effective working relationships with others. Ability to prepare data, charts and graphs for presentation purposes.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

The noise level in the work environment is usually moderate.

**Note to Internal Candidates:**

The following areas will be reviewed as part of the selection process:

- Will be required to pass job related skills test(s). Testing may include, but is not limited to:
  - Written test(s)
  - Oral test(s)
  - Practical test(s)
- Past year performance record will be reviewed:
  - No more than 1 verbal warning within a 12 month period
  - Must have zero additional disciplinary actions, i.e. no:
    - Written Warnings
    - Final Warnings
    - Suspension
  - Must have no more than 2 Incidents/miss-outs within the previous 12 month period.
  - Must have no more than 5 Counted Absences within the previous 12 month period.
  - No Preventable Accidents.
  - Performance Appraisal ratings must be at or above "Meets Standards."

**SELECTION PROCEDURES:**

Applications will be evaluated and only qualified applicants will be invited to participate in the selection process which may include: a written exam (pass/fail), a performance exam (pass/fail), and an oral interview (100% weight). The examinations will be used to assess the applicant's knowledge, skills and abilities as they relate to the position. The selection procedures may change depending on the needs of the Agency; if such changes apply, qualified applicants will be notified prior to the administration of examinations.

The Riverside Transit Agency complies with State and Federal obligations to make reasonable accommodation for applicants and employees with disabilities. The Human Resources Department asks that it be advised of accommodation requests prior to the first test part. The provisions of this bulletin do not constitute an express or implied contract. In compliance with the Immigration Reform and Control Act of 1986, the Riverside Transit Agency requires that all new employees provide documentation to establish both work authorization and identity.

\*\*\*RTA IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER\*\*\*

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.riversidetransit.com>

Position #22-1046-01  
GRANTS MANAGER  
JB

1825 Third Street  
Riverside, CA 92507  
951-565-5000

[rta\\_hr@riversidetransit.com](mailto:rta_hr@riversidetransit.com)

---

**Grants Manager Supplemental Questionnaire**

- \* 1. This position requires a Bachelor's degree (B.A./B.S.) from an accredited four-year college or university in transportation planning, urban planning, business, finance, public administration or a related field. Please tell us about your relevant education and any specialized training you have that qualify you for the position.

- \* 2. This position requires a minimum of five years of experience in grants administration and programming, as well as transit planning. Briefly describe your experience in these fields. If no experience, enter "N/A". Include the name of the employer(s) where work was performed. Please do not write "See Resume."
  
- \* 3. This position requires the ability to write speeches and articles for publication that conform to prescribed style and format and the ability to effectively present information to top management, public groups, and/or boards of directors. Please describe any relevant experience in this area. If no experience, enter "N/A". Include the name of the employer(s) where work was performed. Please do not write "See Resume."

\* Required Question