

# County Connection

2477 Arnold Industrial Way Concord, CA 94520-5326 (925) 676-1976 countyconnection.com

## JOB OPENING

Opens: 7/21/2023

This position will remain open until filled, however, the first review of applications will begin on 8/4/2023. Candidates are encouraged to apply as soon as possible.

**TITLE:** GRANTS ADMINISTRATOR  
**SALARY RANGE:** \$80,133 - \$108,933 Annually  
(Salary commensurate with background and experience of the individual selected)  
**DEPARTMENT:** Planning & Marketing  
**REPORTS TO:** Director of Planning & Marketing

### **DUTIES/RESPONSIBILITIES:**

The Grants Administrator will provide assistance with the development, implementation, and management of County Connection's capital and grants programs. This includes assistance with capital project planning and budgeting for rolling stock, bus stops, and amenities. Duties include, but are not limited to:

- Preparing capital and operational funding applications, amendments, and revisions.
- Researching new sources of funding and preparing reports and correspondence as required.
- Conducting studies and analysis to support long-term capital planning and program development; preparing documentation for capital planning elements of the Authority's short-term and long-range plans.
- Reviewing and analyzing federal, state, regional, and local laws, regulations, and processes to identify potential impacts on County Connection's operations.
- Developing and maintaining an inventory of bus stops and amenities; conducting field visits of existing or potential sites and responding to requests from the public or other stakeholders regarding bus stops.
- Assisting with the design and development of bus stop improvement projects.
- Coordinating with multiple departments to standardize internal procedures and performance tracking related to grants and capital projects.
- Serving as a liaison on committees related to grants and transit funding.
- Coordinating with external public and private entities on capital project planning, development, and implementation.

### **REQUIREMENTS:**

- Education equivalent to a Bachelor's degree from a four-year college or university, with a degree in transportation engineering or planning, public administration, finance or accounting, or similar field.
- One to two years related experience in financial analysis, capital, or transportation planning, and/or grants administration.

County Connection is an Equal Opportunity Employer and Drug Free Workplace

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

**SKILLS & ABILITIES:**

- Ability to read and interpret applicable laws, codes, rules, regulations, and procedures pertaining to transit funding, procurement, and contracting requirements.
- Ability to interpret and understand design plan, technical drawings, and product specification sheets.
- Ability to write routine to moderately complex reports and correspondence.
- Proficiency in Microsoft Office, including Word and Excel.

**PREFERRED QUALIFICATIONS:**

- Knowledge of applicable federal, state, and local regulations related to transit grants and funding.
- Familiarity with geospatial software (e.g., GIS) is highly desired.

**TO APPLY:**

Please visit [www.countyconnection.com/jobs](http://www.countyconnection.com/jobs) to access and complete the online application. Please attach cover letter and resume by using the "Upload" feature in the ADP application process.

Internal candidates may access their employee ADP account or request an internal application to apply. You must have a minimum of six (6) months in your position to transfer to another department.

For questions or assistance, please contact Recruitment at 925-680-2038 or [smuhlestein@cccta.org](mailto:smuhlestein@cccta.org).