



## CITY OF POCATELLO CLASSIFICATION SPECIFICATION

### ***Transit Grant Coordinator\_vacant***

Department: Transit      Reports to: Operations Supervisor      Pay Grade: H07  
Date Established: 3/2014      Date Revised: 12/2017      FLSA Status: Non-Exempt

#### **CLASSIFICATION SUMMARY**

The Transit Grant Coordinator position administers grants, monitors grant compliance and prepares grant reports. The job monitors and documents department services and financial transactions and prepares financial reports. The job also assists with Dispatch functions to ensure passengers are served in a timely, reliable, and safe manner.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is a Department office and transit and freight station environment that may include exposure to weather conditions and traffic hazards. The noise level is generally moderate.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Writes and submits grant applications; monitors grant payments received, grant fund spending, and prepares and files compliance reports.

Tracks Department services provided and financial transactions. Reconciles Medicare passenger service requests, services provided, and resultant financial billings and reimbursements.

Prepares monthly and other periodic financial reports.

Provides general administrative and computer technical support.

Monitors Department compliance with federal, state, and other statutory and regulatory requirements.

Monitors compliance with contracting agencies.

Answers questions and inquiries from passengers and provides fare and route information, schedules, transfers, and maps. Promotes positive passenger experience.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

#### **CLASSIFICATION REQUIREMENTS**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

##### **Knowledge of:**

- Methods, techniques, and objectives of grant writing, application, disbursement, and compliance;
- Cash handling, bookkeeping, and accounting procedures;
- Methods, techniques, and objectives of service and financial record keeping, documentation, and the preparation of reports;
- Methods, techniques, and objectives of service contract monitoring and compliance;

- Methods, techniques, and objectives of the operation of a transit station, including ticket sales, freight shipping and receiving, and providing passenger information including fares, scheduling, and related information;
- Customer service methods, techniques, and objectives;
- Transit routes, schedules, fares, and related passenger information;
- Americans with Disabilities Act (ADA) and other applicable federal, state, and local statutes and regulations affecting the providing of transportation to the public;
- Federal (OSHA) regulations and City policies regarding safe work practices relating to operating public transportation vehicles;
- Operation of a personal computer and job-related software applications.

**Skill and Ability to:**

- Write, submit, and implement grants, including monitoring for compliance and preparing and submitting required reports;
- Monitor service contracts with agencies for compliance by Department and agency;
- Perform cash handling, bookkeeping, and accounting functions to track and report on financial transactions and contract compliance;
- Maintain financial and service records, documents, and logs and prepare periodic reports;
- Provide efficient customer service;
- Operate basic office equipment;
- Operate a personal computer and job-related software and applications;
- Read and interpret maps and schedules;
- Maintain ticket sale and freight records, logs, and documentation;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

**ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- High school diploma or GED required;
- Idaho driver's license required;
- One (1) year of grant-related experience is preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

**PHYSICAL REQUIREMENTS**

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials, manipulate tools, keyboard or type, reach with hands and arms, and operate a motor vehicle or job-related equipment. The employee must occasionally lift and/or move up to 60 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.