



JOB TITLE: Senior Manager of Grants
DEPARTMENT: Finance
REPORT TO: Chief Financial Officer
SALARY GRADE: 106
SALARY GRADE: DOQ (Min: \$84,533 - Max: \$105,667)

LAST REVISION DATE: 03/2023
EEO: Professional
FLSA: Exempt, Full-time

BASIC FUNCTIONS: Functions independently under the general direction of the Chief Financial Officer to ensure proper accounting, compliance, and maximum utilization of grant funding from Federal, State, and other grant funding sources. Duties include preparation of grant reimbursement requests; grant reporting; grant budgeting; assisting departments in applying for, managing, and complying with requirements of grants.

Reviews and monitors grant-funded contracts awarded by various funding agencies to ensure DCTA compliance with requirements and regulations governing awards. Serves as agency liaison for FTA Triennial Review and other funding agencies reviews or audits. Serves as the agency liaison for National Transit Database (NTD) annual reporting. Consults with Procurement to ensure grant funding agency requirements are appropriately incorporated throughout the procurement process.

PRINCIPAL DUTIES

- Work with Finance and department staff to ensure an accurate, timely, efficient and transparent process for the entire grant life cycle, from proposal to close. This entails pre-award management, tracking payments, reviewing and producing relevant reports, monitoring grant activity, post-award management and records retention.
- Review expenditures, prepare documents for eligible expense reimbursement requests for submission to funding agencies.
- Maintain expense documentation in accordance with record retention requirements.
- Responsible for the completion, accuracy and timeliness of other regularly required federal reports, including but not limited to Disadvantaged Business Enterprises, Drug & Alcohol, and Safety Data reporting.
- Prepare and submit quarterly progress reports for each project line of an award to State, Federal and other funding agencies.
- Prepare and submit quarterly financial reports for each award to State, Federal and other funding agencies.
- Prepare quarterly Grants Status Report for Board of Directors meetings.
- Provide quarterly grant status updates to Executive Team and applicable staff and facilitate meetings with staff and funding agencies as needed.
- Review grant agreements and correspondence with funding agencies. Responsible for maintaining all grant agreements and Memorandum of Understandings (MOUs) pertaining to grant awards.
- Responsible for ensuring award amounts are included in the Transportation Improvement Plan (TIP) and requesting modifications as necessary.
- Responsible for tracking Transportation Development Credit (TDC) balances to ensure they are utilized before expiration.
- Assist with grant compliance and interpretation of relevant Office of Management and Budget (OMB) Circular's as well as other related Federal and State regulations and legislation.
- Provide on-going training to staff as it relates to grant administration and organizational policies.
- Assist Senior Manager of Budget in developing and preparing grant budgets for the annual budget cycle.
- Manage public participation and public involvement requirements for all grant funding.
- Acting within the scope of designated responsibilities, work as a public employee with courtesy and professionalism, adhering to the highest standard of ethics.
- Ability to interpret funding agency regulations and policies for the departments, monitor funded projects to prevent over-expenditure of funds or ineligible expenditures and ensure awards are fully expended.
- Assist with monitoring of federal mandated programs related to Disadvantaged Business Enterprise (DBE) and Davis-Bacon Acts including auditing and advising department grant managers as necessary and coordinating and monitoring payroll recordkeeping on federal grants.
- Act as liaison between the agency's Project Managers and the Grant Consultants when pursuing competitive federal grant opportunities.
- Serve as the primary administrator for the grant management system and provide training to staff.
- Manage agency's profile on the Federal Transit Administration's (FTA) award management platform, TrAMS, including user access and submission of annual Certifications and Assurances.
- Responsible for renewing registration with System for Award Management (SAM.gov) annually.
- Review policies and recommend changes as needed to maintain compliance with granting agencies requirements.
- Assist with the development of procedures consistent with adopted policies.
- Perform other duties or projects of similar nature and level as assigned.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Grant accounting practices
- Knowledge of state and federal grant process and related requirements
- Understanding of accounting concepts, including generally accepted accounting principles (GAAP) and Government Accounting Standards Board (GASB)
- Financial management software
- Adept at online research and information gathering
- Knowledge of procurement, DBE, Davis-Bacon and related federally mandated programs

PREFERRED SKILLS

- Knowledge of Federal OMB Circular A-133 (Single Audit) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the "Super Circular")
- Grant proposal submission, Pre-Award process and Post-Award administration experience.
- Strong writing and oral communication and interpersonal skills.
- Customer service focus
- Strong math/accounting skills, strong reading comprehension skills, ability to interpret guidelines and instructions.

Ability to:

- Use standard office software packages, including Microsoft Word and Excel
- Easily learn proprietary financial software programs
- Strong project management and time management skills; highly organized and detail oriented
- Complete work assignments efficiently, accurately and within established time frames, working independently and cooperatively
- Listen to and communicate effectively with management and staff with varying professional backgrounds, being able to communicate complex information in layman's terms; both verbal and written communication skills required
- Establish and maintain effective working relationships with management, other agencies and departments, and the general public
- Interview subject matter experts and summarize input.
- Quickly learn about a technical topic that may be unfamiliar and write accurately about it
- Read and understand regulations and implement guidance outlined by the regulations in a practical, effective manner

The ideal candidate will:

- Possess a positive attitude, and practices good judgement, while open to receiving/providing feedback
- Hold the ability to get along with others, individually and in a large group. Has the desire to care for the organization's well-being and for the co-workers he/she interacts with. Interested in partaking in group development and team building activities
- Be open to collaborate and work in a team-oriented and helping environment
- Possess an influential and welcoming communication style
- Foster a culture that values critical thinking and problem solving; and encourages constructive feedback, engagement, inclusion, and diversity at all levels

PHYSICAL ACTIVITIES:

- Extended periods of sitting while using a computer
- Requires continuous hand and finger movement, including use of keyboard, 10-key, and mouse.
- Requires ability to calculate basic and complex math problems
- Frequent walking to/from various departments and other buildings
- Must be able to lift up to 10 pounds
- Must be able to meet and deal with the public, employees, and other governmental and private entities in a professional and courteous manner.
- Must be able to receive and understand written and oral communication and give written and oral instruction.
- Requires visual acuity at 20 inches or less

EDUCATION AND EXPERIENCE-MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting, Finance, Contract Management or Public Administration or related field, and three (3) years of professional business administration, grant and contract administration, or related work experience, or any equivalent combination of education, training and experience.

Special Requirements: Hold a current Texas Driver's License (Class - C) or have the ability to obtain one upon entry in to the position.

Additional perks and benefits that accompany full-time employment with DCTA:

- Flexible office hours are permitted, given a regular 8-hour workday that brackets the agency's core hours from 9:00am – 4:00pm (i.e. 7:30 am to 4:30pm, or 9:00am to 6:00pm). These flex hours are coordinated with your supervisor.
- One 8-hour paid day off for your birthday.
- Employee portions of Medical and Dental benefits are 100% paid by the employer.
- If you have utilized a Proportionate Retirement Program in the past, the service time transfers to DCTA's retirement system, TCDRS. The following systems apply:
 - Texas Municipal Retirement System (TMRS)
 - Employees Retirement System (ERS)
 - Judicial Retirement System of Texas (JRS)
 - Teacher Retirement System of Texas (TRS)
 - City of Austin Employees Retirement System (COAERS)
- Expanding time-off accruals: 12 days of vacation time accrued for the first year, increasing by one day each year, with a max of 17 days annually. Additionally, employees earn 12 days of sick time each year, 1 personal day, 2 floating holidays, 1 birthday, 8 fixed holidays, and the ability to earn two additional days off through the Wellness Program.
- DCTA strives to continually improve our Servant Leadership culture. We pride ourselves in having an open, caring, and communicative community of employees, with the drive to help build each other up.
- Flexible dress code: business casual, allowing jeans every day (unless otherwise specified for external/special meetings, events, etc.).
- Extensive Wellness Program, including several opportunities to volunteer with the agency, sporadic lunch and learn events, chair massages, the potential to earn two extra days off each year, and continual efforts to improve wellness throughout the agency.