

Cape Cod Regional Transit Authority (CCRTA)

Director of Planning and Grants

Primary Purpose

The Director of Planning and Grants is a senior level position reporting directly to the Administrator, with daily interaction with other members of the CCRTA Management Team. This position is responsible for transportation planning; data analysis and reporting; grant management; and is an integral member of the CCRTA team in the further advancement of CCRTA policy, planning, innovation, and performance management efforts.

Essential Duties and Responsibilities

The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

- **Transportation Planning, and Innovation Development Efforts:** In coordination with the CCRTA Senior Management Team, further advance and manage the efforts related to transportation planning and innovation development.
- **Research; Data Analysis; Performance Reporting:** Use internal and external transportation data to perform research, data analysis and issue standard monthly/quarterly management reports, including the development of performance measures and a “dashboard” reporting system that identifies, tracks and reports on the quality and efficiency of CCRTA transportation services delivered.
- **Grants Management:** Prepares, submits, and manages grant funding applications through the Federal Transit Administration (FTA) and Massachusetts Department of Transportation (MADOT) electronic systems; submits budget revisions, grant amendments and close out documents as required by FTA and MADOT; provides the annual grant application and certification to MADOT for grant-funded paratransit vehicles (Mobility Assistance Program); reviews federal regulations and guidelines for grant applications and advises as to new federal requirements; provides assistance to department staff in the analysis of grant program/project performance and in the development of corrective measures as required by grantor agency; oversees and manages the grants budgeting module in the financial management system and the appropriate workbooks for all grant activity and status; evaluates and determines requirements for each grant to ensure effective interface and integration of activities from various databases; prepares and manages the timely and accurate completion of federal and state required grant reports through FTA’s Transit Award Management System (TRAM) and MADOT’s electronic reporting systems; develops, prepares and submits grant revision amendments and closeouts; assists the Accounting Manager with the preparation and electronic submission of Letter of Credit draw-downs for eligible federally funded expenses through the Electronic Clearing House Operation (ECHO) system.

- **Compliance:** Develops and submits quarterly and/or annual reporting on FTA Drug and Alcohol testing, Disadvantage Business Enterprise (DBE), Equal Employment Opportunity (EEO), Title VI, and Charter services. ; coordination of the FTA Triennial Review submission and subsequent audit review process.
- **Capital Planning:** Assists with the development of the CCRTA's annual capital budget, including formulation and expenditure planning, preparing appropriate schedules, and working with departments in specifying requirements of their annual capital budgets and expenditure plans; works with CCRTA staff and the Planning Commission to identify grant funded projects for inclusion in the Transportation Improvement Program (TIP) and State Transportation Improvement Program (STIP) processes; monitors departmental capital budgets to ensure control and accountability of the CCRTA's expenditures; tracks receipt of funds and subsequent payments to vendors within prescribed federal guidelines; attends Cape Cod MPO and Joint Transportation Committee meetings on behalf of the CCRTA.
- **Procurement and Capital Project Oversight:** Oversees grant-related purchasing and procurements; reviews purchase requisitions and payments against FTA approved contract budgets; identifies problem areas and recommends corrective solutions; assists with identifying budget reprogramming requirements; manages capital projects and programs.
- **Updates to the National Transit Database (NTD):** Collects, verifies, compiles, and submits NTD information to ensure the complete and accurate submittal of data; coordinates related efforts with FTA personnel to ensure that the NTD reports are accepted into the national database; provides technical assistance to quasi-public and private providers of public transportation with their voluntary and mandatory NTD reporting and assists with the coordination of appropriate compensation based on increased formula funding for the region generated by their submissions.
- **Account Analysis, Reconciliation, Reporting, and Related Duties:** Conducts monthly and annual account closings and periodic analysis of grant funded transactions to ensure accuracy of work; coordinates reporting of capital budget data for monthly departmental meetings and forecasting, quarterly review, annual capital budget process and other reports as necessary; assists the Finance Department with the reconciliation of the Peachtree accounting system and with the management of cash flow investments and payments to vendors.

Recommended Minimum Qualifications and Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Degree in planning, public administration, or business administration or 5-years of work experience in a related field will be considered in lieu of educational requirements.
- Thorough understanding of Federal Transit Administration (FTA) and Massachusetts Department of Transportation (MADOT) funded grant programs is highly desirable.
- Previous experience with federal and state regulations governing procurement and audit requirements is highly desirable.
- A valid Massachusetts Class D license is required, unless reasonable accommodations are required and can be reasonably accommodated.
- Strong interpersonal skills, team building, ability to communicate and manage well at all levels of the organization.
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analysis.
- High level of integrity and dependability with a strong sense of urgency and results-oriented.
- Must be proficient in Microsoft Office, with highly developed skills in the use of Excel and Word, with familiarity with other IT applications, including: Power Point, Access, Outlook, Peachtree or similar desktop programs.

Work Environment

The work environment is that of a standard administrative office.

- The Director of Planning and Grants will be assigned an office at the CCRTA administrative offices in Hyannis, equipped with a telephone, computer, and other office devices as needed to perform the required work. Routine offsite travel to attend work related meetings, conferences and training is required. Work environment is quick paced and most work responsibilities are accomplished indoors in an air-conditioned and well-ventilated office facility.

Physical Requirements

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

- Minimal physical effort is required to perform most duties in office conditions. The employee is frequently required to stand, walk, sit, speak and hear, and use hands to operate office equipment. Vision requirements include the ability to read and analyze documents and use a computer.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by employer, as the needs of the employer and requirements of the job change.