

 JOB TITLE: Grants and Special Projects Coordinator

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| **Organization Name:** | WeGo Public Transit/Davidson Transit Organization |
| **Website:** | https://www.wegotransit.com/ |
| **About Our Organization:** | We are WeGo. It's not just our name. It’s what we do. That forward-thinking movement is extended and enriched by branding that looks and feels the same no matter where it lives in our communities. The WeGo brand stands for a collaborative commitment to exceptional service, friendliness, integrity, and honesty as we connect riders to their community and one another. |
| **Reports To:** | Director of Grants |
| **FLSA Status:** | Exempt |
| **Updated Date:** | March 2025 |

 Job Purpose

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| This position is responsible for grant administration and coordination of RTA special projects including vanpool oversight and support of the WeGo Ride Program. |

 Tasks

*The job profile is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, and/or new ones may be assigned at any time with or without notice.*

**Serve as RTA Grant Coordinator**

* Assign eligible expenditures incurred by RTA to the appropriate grant or operating funding source(s) based on eligibility, type of expenditure and funding availability. Maintain a detailed log.
* Prepare grant draw documentation and submit to Grant Administrator for funding requests from Federal/State/Local granting agencies.
* Monitor remaining grant and other funding source balances to ensure draws are within budget before submission to the granting agencies. As necessary, coordinate with the MTA Grants and Special Projects Administrator to verify agreement on the remaining balances for funding sources. (i.e., Federal, State, Metro, etc.)
* Ensure in-the-year, for-the-year funding is appropriately and fully spent by fiscal year-end, adjusting and updating previous draw documentation to reflect periodic changes that are necessary to ensure each funding source is maximized for the best possible coverage of expenses.
* Monitor and track receipts of Commuter Bus and Commuter Train Annual Subsidy contributions. As necessary, contact Partners to follow-up on outstanding partner subsidy payments to ensure all subsidies are appropriately received by the mid-point of the fiscal year. Periodically update DCEO-Finance/Controller of collections progress until all billed receipts are collected.
* Prepare monthly and quarterly *Commuter Bus Cost and Revenues* worksheets for RTA’s regional bus services to ensure services are fully funded and all revenues due are collected timely.
* Complete prorated distribution of Commuter Bus revenues/pass sales by route on a monthly basis by the 20th of the following month.
* Obtain electronic signature approvals through DocuSign and/or Adobe Acrobat DC for vendor payments and contract renewals as appropriate.
* Assist with the preparation of annual Federal and State formula grant applications as well as completing and submitting Metro’s annual subsidy application for operating assistance.
* Assist Project Managers and Director of Grants with administrative tasks to achieve project completion that complies with federal state, and local statutes, regulations, and requirements.
* Assist Project Managers with procurements under $150,000 to ensure compliance with federal state, and local statutes, regulations, and requirements.
* Assist with coordination of response to the agency's annual audit, FTA Triennial Reviews, TDOT Annual Desk Reviews and other funding compliance reviews.
* Assist in the preparation and validation of quarterly grant status reports.
* Follow policies, procedures, and systems for the effective administration of grants ensuring compliance with all grant regulations, guidance, and internal controls.
* Provide back up to the Grant Administrator position as needed or assigned.

**Vanpool Oversight & Support of WeGo Ride Program**

* Accompany Marketing & Sales Manager 1-2 times a month on potential partner visits.
* Oversee data collection maintenance and validation for NTD Reporting.
* Provide oversight and support to RTA’s third party vanpool contractor, TMA Group, to support efficient implementation of new vanpools.
* Coordinate oversight of the RTA fleet assets to ensure that state of good repair targets are met.
* Assist with oversight of subrecipients.

**Assist in Front Line Accounting Activities**

* Review and reconcile train parts inventory purchases and usage each month and prepare the monthly journal entry for G/L adjustments.
* Oversee and complete a bi-annual physical inventory of train parts at the Lebanon Train depot.

**Complete New FY, Interim and Year-End Annual Reporting Requirements for Subsidy Partners**

* Prepare annual mid-year and year-end Reporting close-out Reports for Metro Gov’t.
* Prepare annual Metro Gov’t Annual Appropriation Grant Application.
* Prepare annual regional bus/train services contract agreements and invoices by April 1st based on budgets provided by the Controller.
* Prepare Membership Dues invoices and mail to partners by April 1st based on certified Tennessee Census information.
* Prepare applications for partner subsidy funding for the partners that require them. (i.e.: Rutherford, Sumner)

 Minimum Qualifications

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| **Years of Experience** | Minimum of 2 years of experience in accounting and/or grants required |
| **Education** | Associate’s Degree required, Bachelor’s Degree strongly preferred |
| **Additional Requirements** | * Work with little supervision
* Perform repetitive work
* Practice good customer relation skills
* Meet required deadlines
* Ability to compose written documents
* Maintain confidentiality
* Must possess a valid driver’s license
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 Skills

* Strong written and verbal communication skills and a strong proficiency in Excel a must.
* Must have robust mathematical and analytical skills and be very detail oriented.
* Must be able to work independently as well as collaboratively with all levels of management and personnel.
* Must be able to operate office equipment, including but not limited to telephone system, typewriter, computer system, printer, copy machine, facsimile machine, adding machine

 Knowledge

* Computers and Software
* Office Equipment (printers/copy machines, fax machines, camera equipment, cash registers)
* Telephone Systems and Software
* Understand and carry out detailed written or verbal instructions

 Work Content

*WeGo Public Transit is committed to the full inclusion of all qualified individuals. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations.*

**Physical Demands**

The employee sometimes climbs, balances, stoops, kneels, crouches, and/or crawls. The employee regularly stands, walks, sits, uses hands to finger handle, and/or feel, reaches with hands and arms, talks, and hears.

**Lifts Weight or Exerts Force Work Environment**

The employee occasionally lifts up to 25 pounds.

**Visions**

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment**

The employee is rarely exposed to outdoor weather conditions.

 Acknowledgement

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(Print Name)

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature: ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***WeGo Public Transit is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.***