Grants Administrator
3/16/20213

The successful candidate will be responsible for a variety of functions and activities required for Federal and State grant acquisition, compliance, and administration.

Duties include, but are not limited to:

- Manages the utilization of capital, operating, and planning grants for KAT throughout their lifecycle.
- Completes initial, quarterly, annual, and final grant reports for FTA grants in the Transit Award Management System (TrAMS).
- Assists with the development of grant applications in TrAMS.
  - Assists in the preparation of programs of projects, project justification, and project budgeting for operating, capital, and planning grants.
- Coordinates with City of Knoxville’s Finance and Accounting Departments on receipt, disbursement, and accounting of grant funds.
- Coordinates with Tennessee Department of Transportation (TDOT) staff on grant contracts.
- Processes invoices for payment against grant funds and ensures all expenditures are compliant with federal, state, and local requirements.
- Prepares billings for reimbursement of grant expenditures.
- Maintains all current and historical grant files for KAT.
- Prepares and distributes grant status reports on a periodic basis and upon request.
- Assists in monitoring KAT system compliance with federal and state regulatory requirements for grant eligibility.
- Assists with the procurement of transit-related grant purchases.

Annual Salary: $45,000

Visit the Employee Center or Careers tab on www.katbus.com for a complete Job Description.

Submit your resume, and letter of interest to Julie Glibbery / Human Resources

KAT is an Equal Employment Opportunity Employer. We enforce a strict substance abuse policy providing for a safe drug-free / alcohol-free work environment.
JOB TITLE: Grants Administrator

SUPERVISOR: Director of Finance

JOB DESCRIPTION: The Grants Administrator, under general supervision, performs a variety of functions and activities required for Federal and State grant acquisition, compliance, and administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages the utilization of capital, operating, and planning grants for KAT throughout their lifecycle.
- Completes initial, quarterly, annual, and final grant reports for FTA grants in the Transit Award Management System (TrAMS).
- Assists with the development of grant applications in TrAMS.
- Assists in the preparation of programs of projects, project justification, and project budgeting for operating, capital, and planning grants.
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- Prepares billings for reimbursement of grant expenditures.
- Maintains all current and historical grant files for KAT.
- Prepares and distributes grant status reports on a periodic basis and upon request.
- Assists in monitoring KAT system compliance with federal and state regulatory requirements for grant eligibility.
- Assists with the procurement of transit-related grant purchases.
- Other duties as assigned.
Job Description

EDUCATION/EXPERIENCE:

Bachelor’s degree in Accounting, Public Administration, Finance, Business Administration, or related field. Experience working in a transit system and/or experience in grant administration preferred.

SKILLS AND ABILITIES:

Verifiable knowledge of Microsoft Office Applications (Excel and Word required)

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.

Working knowledge of fund accounting, including appropriation and budget procedures.

Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS:

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.

The employee is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls; and see, talk and/or hear. The employee occasionally is required to stand, walk and reach with hands and arms. May experience repetitive motion of wrist, hands, and/or fingers. Occasional reaching above shoulders, below waist and reaching waist to shoulders.

WORK ENVIRONMENT:

The work environment is representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is usually quiet.

Inside office conditions with moderate work pace pressure.
Equal Employment Opportunity
POLICY STATEMENT

K-TRANS Management, Inc. dba Knoxville Area Transit (KAT) has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

KAT’s Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

KAT is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

As KAT’s Director, I maintain overall responsibility and accountability for KAT’s compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, Jacob F. Wright serves as the agency’s EEO Officer.

All KAT executives, management, and supervisory personnel, however, share in the responsibility for implementing and monitoring KAT’s EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. KAT will evaluate its managers’ and supervisors’ performance on their successful implementation of KAT’s policies and procedures in the same way KAT assesses their performance regarding other agency goals.

KAT is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.

Applicants and employees may file complaints alleging discrimination under these policies with the EEO Officer (at jfwright@katbus.com, 865-215-7844, 301 Church Avenue, Knoxville, TN 37915) or the U.S. Equal Employment Opportunity Commission (EEOC), toll free 800-669-EEOC, TDD 800-800-3302.
I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitable under the guidelines of our EEO Policy and Program.

Signed: ____________________________

Isaac Thorne
Director of Transit
City of Knoxville
Date: 03/01/2021