

METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY
Job Description

Job Title: Sr. Federal Program Analyst
Job Code: 1PRO4525EN
Department: Finance/Office of Federal & State Grant Programs
Reports To: Manager of Federal & State Grant Programs
Grade: 19
FLSA Status: Exempt
Approved By: ECE
Revised By: OA
Approved Date: 01/09/18
Safety Sensitive: No

Summary

Assists Management with the Authority's Federal and State Grant Program. Develops and processes grant applications, reviews grant proposals, and develops criteria and standards for the planning, implementation, and evaluation of projects proposed for grant funding. Coordinates and executes grant management/administrative functions including implementation and analysis of grant budgets/expenditures, requisitioning grant funds, monitoring program compliance, and preparation of reports to Grantor agencies. Analyzes Federal regulations applicable to all grants and advises Senior Management on compliance measures. Develops, monitors and implements security grant management policies and procedures. Serves as the Authority's day-to-day Grants Liaison with Federal Transit Administration, Atlanta Regional Commission and the Georgia Regional Transit Authority, DHS, DOJ and other outside agencies on grant/financial administration matters. Researches and identifies new grant and public safety related grant opportunities. Conducts technical analyses, prepares reports, recommendations and grant applications and assures MARTA is in compliance with Federal and State regulations. Serves on the ARC TOS Committee and manages the allocation and the distribution of the region's Federal formula funds totaling in excess of \$55 million annually. Provides specialized analytical support to Operations, External Affairs, Marketing, Finance, Planning and Police Services. Provides financial investment and grant analysis to prepare forecast reports for management. Applies for grant funds and manages the grants from pre-award to close-out. Assist with single audits, triennial reviews and financial management audits.

Essential Duties and Responsibilities

1. Programming, budgeting and oversight of \$150+ million annual federal and state grant programs.
2. Coordinates and executes pre-award and post-award grant management/administrative functions, including implementation and analysis of grant budgets, requisitioning grant funds, monitoring program compliance and progress, monitoring program expenditures/expenditure reimbursements and grant close-out, and preparation and submittal of required Performance and Financial reports to Grantor agencies. Ensures

grant funds are implemented and expended according to federal requirements within established deadlines.

3. Represents Department of Finance as liaison with FTA, ARC, GRTA, GDOT, DHS, and GEMA.
4. Preparation of Grant Applications, milestone status reports and other specialized reports.
5. Allocation of regional formula funds (\$50+ million) annually to the 21 county metropolitan Atlanta region.
6. Provide specialized analyses throughout the Authority in support of major capital projects.
7. Identify, pursue and obtain innovative funding for the Authority
8. Serves as the Authority's primary point of contact on day-to-day Security grant administration matters with Federal and State grantor agencies. Coordinates the Authority's preparation for and response to, Federal audits and compliance reviews of Security-related grant programs.
9. Researches and identifies new/additional security and public safety related grant opportunities, in coordination with The Department of Police Services, including coordination with state agencies and regional committees. Makes process improvement recommendations to the Director.
10. Performs other related duties as assigned.

Supervisory Responsibilities

Intern

Safety Responsibilities

Follow the work practices and standard operating procedures for this position. Use and/or wear the appropriate equipment, protective devices or clothing that MARTA requires. Report health and safety concerns related to performing the duties of your job to supervisors and report any on-going/unresolved health and safety concerns to the Joint Health and Safety Committee (JHSC) co-chair, JHSC representative or safety representative.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Master's Degree is preferred. Bachelor's degree in Finance, Business Administration or a closely related field, and a minimum of eight years of progressively responsible experience in the analysis of complex financial issues. Experience in researching grant opportunities and preparing grant applications is required. Experience with managing grant finances, and with communicating funding issues to management. Experience may be substituted on a year-for-year basis in lieu of a Master's degree.

Language Skills

Must have the ability to communicate through written and verbal means, especially in receiving information from various sources and applying input to transportation needs. It is critical that information related to recommendations made by this position be communicated to senior management, the Board of Directors and the GM/CEO in a concise and effective manner.

Mathematical Skills

Ability to perform addition, subtraction, division, and multiplication in all units of measure, using whole numbers, common fractions, and decimals. The ability to perform complex financial calculations related to grant management. Must be able to utilize Excel with ease and with a high degree of expertise.

Reasoning Ability

Ability to solve practical problems creatively and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to set schedules and work efforts in the Office of Project Management in the Department of Infrastructure. The ability to effectively participate in many cross-organizational/multi-discipline teams where participation results in consensus and group decisions are adopted by the organization.

Certificates, Licenses, Registrations

None required

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.

While performing the duties of this job, the employee is frequently required to stand, sit, walk; use hands to finger, handle, or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

Americans with Disabilities Act

If you are a qualified individual with a disability, you have the right to request that MARTA make reasonable accommodations