

JOB ANNOUNCEMENT: CONTRACTS AND GRANTS COORDINATOR**FILING DEADLINE: Open until filled****Pay Scale: \$83,000 - \$105,000 Depending on Qualifications****THE AGENCY**

Transportation Agency for Monterey County (TAMC) is a countywide transportation-planning agency responsible for developing long range transportation plans, distributing local, State, and federal transportation grants, and administering several transportation projects and programs. The Transportation Agency is a high-energy, innovative, service-oriented agency with a small staff and a 17-member Board of Directors.

Our agency relies on teamwork and collaboration to deliver meaningful and trailblazing improvements to the communities we serve and has a culture of inclusion, diversity, equity, and accessibility. The Transportation Agency's mission is to develop and maintain a multimodal transportation system that enhances mobility, safety, access, environmental quality, and economic activities in Monterey County.



As a self-help county, TAMC is responsible for delivering regional transportation projects pursuant to a voter-approved ballot initiative. Our agency also works collaboratively with neighboring counties around the State through organizations such as the Central Coast Coalition, the Coast Rail Coordinating Council, the Rural Counties Task Force, and the Self-Help Counties Coalition.

Learn more about TAMC's work at <https://www.tamcmonterey.org>.

THE POSITION

Under general direction, provides support for contracts and grants administration. Responsibilities include preparing and analyzing contract documents, managing procurement processes, tracking contract performance, supporting records and budget management, providing grant administration and coordination support.



DISTINGUISHING CHARACTERISTICS

This is a single class position. Incumbents work under limited technical supervision and are expected to use initiative and judgment in determining appropriate methodology necessary to complete work assignments. Incumbents are expected to gain a high degree of knowledge of the agency's programs, services, and objectives, sufficient to independently initiate and coordinate the essential duties of position.

This position does not exercise direct supervision over staff but may provide technical guidance.

SIGNIFICANT DUTIES

- Serve as the Agency's administrative staff for the development, review, and administration of new contracts and grants in coordination with project managers and other agency staff.
- Prepare Requests for Proposals (RFPs) and Requests for Qualifications (RFQs), schedule advertising and public announcements, and coordinate responses to questions with planners and legal counsel.
- Coordinate interviews and evaluation processes for vendor/contractor selection; draft evaluation criteria.
- Review and evaluate bids, proposals, and quotations; conduct cost and price analyses and vendor interviews.
- Assist new contractors and vendors in agency contracting procedures and requirements.
- Draft contracts, amendments, and task orders, with input from planners and legal counsel.

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- Review and maintain rail lease contracts. Track key lease dates: expirations, options to renew, rent escalations, and termination clause; ensure compliance with insurance and maintenance responsibilities, and indemnity clauses.
- Coordinate with finance staff to ensure proper billing, budgeting, and accruals tied to leases.
- Coordinate and performs grants administration (recordkeeping and tracking) and reporting such as final expenditure and disadvantage business enterprises reports.
- Monitor milestones, timelines, and expenditures, to comply with grant requirements.
- Review invoices and coordinate with Finance for timely payment.
- Monitor contract compliance and ensure adherence to TAMC policies, state and federal regulations, and grant requirements.
- Resolve budget discrepancies and reallocates funds in collaboration with project managers.
- Maintain complete and accurate contract/grant records, ensuring documentation is current; performs close-out activities including audits and final payments.
- Prepare summaries and reports for contract awards, amendments, and procurement activities for management and board presentation.
- Recommend improvements to procurement and contracting processes, procedures, and policies.
- Provide support to administrative and professional staff during board, committee, and public meetings.
- Analyze existing procurement activities and recommend process improvements.
- Compile, maintain, and update department-specific forms, records, reports, and databases.
- As staffing levels evolve, may assume Freeway Service Patrol and Call Box administration duties to process invoices, oversee contracts and consultants, conduct data analysis and reporting, and coordinate with partner agencies.



QUALIFICATIONS

Any combination of experience, education, and/or training which substantially demonstrates possession of the following knowledge and skills:

Knowledge of:

- Principles and practices of effective contract and procurement procedures.
- Federal, state, and local laws, regulations and policies relating to procurement, contract and grant administration/management.
- Current standards, policies, and procedures for Caltrans and other agencies.
- Basic principles of contract compliance and insurance.
- Agency funding and grant requirements.
- Technical and correspondence writing.
- Contract and technical specification preparation, analysis, and interpretation.
- Business arithmetic.
- Methods and techniques for recordkeeping.



Ability to:

- Edit and review technical documents such as contracts and grants.
- Research and synthesize complex information.
- Communicate successfully and effectively with contractors and staff, both verbally and in writing.
- Prepare clear, concise, comprehensive documents and reports.
- Support and collaborate in a team environment.
- Read, understand, and review documents for accuracy and relevant information.

EXAMPLES OF EXPERIENCE AND TRAINING

- Equivalent to graduation from an accredited four-year college or university with major coursework in business administration, finance, accounting, or a closely related field. Directly applicable experience may substitute for the education.

OR

- Minimum of four years of professional experience in contract administration, procurement, or related administrative functions.

LICENSES AND CERTIFICATIONS

Possession and maintenance of a valid California driver's license and meet automobile insurability requirements, or ability to provide suitable transportation needs of the Agency as a condition of continued employment.



WORKING CONDITIONS

Physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time,
- lifting or carrying light objects,
- operating assigned equipment, and/or
- general manual dexterity.

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations are provided to enable individuals with disabilities to perform the essential functions.

BENEFITS INFORMATION

This is a full-time staff position eligible for paid time off, CalPERS pension, Medical, Dental, Vision and other benefits. Additional information is available on our website.

REQUIRED APPLICATION MATERIALS

To apply for the above position, please submit a complete application package that includes each of these four items:

- Cover letter

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- Résumé
- Transportation Agency for Monterey County (TAMC) application form
- Complete response to the Supplemental Questions

Application packages must include all four documents in a single e-mail submittal. The application form and supplemental questions may be obtained from our website: www.tamcmonterey.org. To be eligible for consideration, complete application packages must be received at:

Transportation Agency for Monterey County (TAMC)
Jefferson Kise, Director of Finance & Administration
jeff@tamcmonterey.org

TIMING

The position is open until it is filled. Applications received by July 11th will be evaluated for consideration for the first round of interviews.

SELECTION PROCEDURES

All application materials will be competitively evaluated. Those applicants who are determined to be the most appropriately qualified will be invited to participate further in the process. An interview may further assess the applicant's level of required skills and knowledge. **If you have questions, call (831) 775-0903.**

The Transportation Agency for Monterey County is an Equal Opportunity Employer.

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Team TAMC rides the bus