



METROPLAN
SMART PLANNING MAKES SMART PLACES.

Job title	Grant Administrator
Organization	<i>Metroplan</i>
Location	<i>Little Rock, Arkansas</i>
Supervisor	<i>Mr. Casey Covington, Executive Director</i>
Salary Range	<i>\$75,000 to \$95,000</i>
Contact for Application Submissions	<i>Ms. Tammy Gillis, Human Resources tgillis@metroplan.org / 501-372-3300</i> <i>Ms. Bernadette Rhodes, Senior Regional Planner brhodes@metroplan.org / 501-372-3300</i>
Availability	<i>Open until filled</i>

Professional/Salaried Position: 5 Day, 40 Hour Work Week. **Flexible schedule available with supervisor approval.**

About Metroplan

Metroplan is a consortium of 38 leaders in local government, transportation, and economic development who are invested in a prosperous and sustainable future for Central Arkansas. Metroplan members and staff work together to influence positive growth in the region. Federally designated as Central Arkansas' Metropolitan Planning Organization (MPO), Metroplan guides multimodal transportation and quality community development through regional cooperation in transportation and urban planning. www.metroplan.org

What makes Metroplan a great place to work?

- Interesting, wide-ranging work that impacts quality of life in Central Arkansas
- Flexible schedule
- Work-life balance
- Generous annual and sick leave
- Retirement plan contributions
- Paid membership in applicable professional organizations
- Paid participation at approved regional and national conferences
- Supportive, smart, and fun team environment

Job Summary

Metroplan is seeking a dedicated and detail-oriented Grant Administrator to manage, track, and prepare reports on expenditures and reimbursement requests for federal grants overseen by Metroplan. The job will initially focus on the federal Climate Pollution Reduction Grant (CPRG) expenditures and implementation activities, including coordination and grant agreements with sub awardees. This role is

crucial for ensuring compliance with state and federal regulations and for the successful execution of grant-funded projects.

Other responsibilities will include supporting Metroplan's short- and long-range planning efforts, data analysis, report writing, project/grant support, and coordination with various public entities and private sector stakeholders. *Learn more about Metroplan's leadership, staff, goals, and planning products at www.metroplan.org*

To Apply

Please email your resume, cover letter, and sample document to Tammy Gillis and Bernadette Rhodes at tgillis@metroplan.org and brhodes@metroplan.org. The sample document should demonstrate your writing and organizational skills and can be one of the following types of document: essay, grant proposal, or report in which you were the primary writer.

Employment Details

This is a full time position with Metroplan. Allotment of time allocated to the CPRG grant is expected as follows. Remaining time will be applied to other grants and in support of the grants team.

- Year 1: 100% of time dedicated to the CPRG grant.
- Year 2: 90% of time dedicated to the CPRG grant.
- Year 3: 80% of time dedicated to the CPRG grant.
- Years 4 and 5: 60% of time dedicated to the CPRG grant.
- The remaining time will be allocated to other Metroplan grant activities, funded by other grants and/or Metroplan's general fund.

Job Responsibilities

- **Preparing Subawards:** Draft subaward contracts to coalition partners and eligible local government and nonprofit agencies in accordance with EPA's Subaward Policy.
- **Oversight:** Oversee subrecipients, contractors, and vendors to ensure compliance and successful project execution.
- **Tracking and Reporting:** Track and report on project progress, expenditures, and purchases. Measure and report accomplishments against proposed timelines and milestones.
- **Progress Reports:** Submit semi-annual progress reports on grant implementation and planned activities to the EPA.
- **Final Report:** Submit a detailed final report to the EPA within 120 calendar days of the completion of the period of performance.
- **Procurement Procedures:** Ensure partners follow procurement procedures for contracting and/or purchasing materials.
- **Invoices and Reimbursements:** Review invoices and prepare reimbursements for subawardees.
- **EPA Claims:** Prepare Claims for EPA.
- **Grant Writing:** Coordinate submission of and assist staff with proposals for federal and state grants.

All staff must:

- Attend Metroplan sponsored meetings and public outreach events.
- Communicate with the public and attend after-hour events as necessary.
- Attend city council meetings and events sponsored by partners on behalf of Metroplan (occasionally, as needed).
- Other duties as assigned.

Education and Experience

Minimum

- Bachelor's degree in Public Administration, Business Administration, or related field.
- 3-5 years of experience in grant administration or a related field.
- Strong understanding of federal and state grant regulations.
- Excellent organizational and project management skills.
- Proficiency in tracking and reporting on financial and project progress.
- Strong communication and interpersonal skills.

Preferred

- Master's degree in Public Administration, Business Administration, or related field.
- Over 5 years of professional experience in grant administration or a related field.
- Professional experience managing federal funding and reporting, such as EPA or USDOT grants.

Skills

Essential

- Clear and effective written and verbal communication.
- Critical thinking, analysis, and problem-solving.
- Both independent and team-based work.
- Professionalism, tact, and diplomacy.
- Microsoft Office and other Windows-based software.
- Zoom, Microsoft Teams, and other online meeting management software.

Desired

- Sustainability oriented.
- Ability to conduct research and data analysis.
- Highly innovative and creative.
- Spanish language.

Physical Demands and Work Environment

The physical demands and work environment described below 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.

- Frequently sits, stands, walks, and speaks.
- Uses hands and fingers to touch, handle, or feel objects, tools, or controls; reaches with hands and arms.
- Climbs or balances; stoops, crouches, and kneels.
- Occasionally, sets up for meetings and events with items weighing up to 50 pounds.
- Occasionally drives.
- Specific vision abilities include color, near, far, and peripheral, and the ability to adjust focus.
- Works primarily indoors with occasional outdoor events required.
- Occasional day travel required. Travel to NWA and Ft. Smith will be required for the CPRG Grant.
- Occasionally, irregular hours of work may be required.