



GREATER PEORIA MASS TRANSIT DISTRICT

Director of Grants & Procurement

Greater Peoria Mass Transit District (CityLink) has an immediate opportunity open for a Director of Grants and Procurement. This position is responsible for aligning procurement strategies with GPMTD's organizational goals and identifying and capitalizing on opportunities that improve operational and financial outcomes. This position procures goods and services and negotiates contracts. This position also assists in the securement of Federal, State and Local grants by identifying and researching all potential grant support from government agencies.

Essential Duties:

- Coordinates activities involved with procuring goods and services
- Confers with vendors to obtain product or service information
- Prepares bid requests, purchase orders, FTA reports, etc
- Coordinates a variety of administrative documents such as requests for proposals, quotes, contracts, procedural guidelines, and other related documents
- Maintains contracts and professional relations with vendors
- Serves as GPMTD's federal grant writer by researching and identifying all available grant opportunities
- Plans and implements GPMTD's grant program from the application process to the approval and utilization

Skills/ Knowledge Required:

- Strong skills and proficiency with Microsoft Office programs (Word, PowerPoint and Excel)
- Excellent analytical skills and ability to interpret and communicate data to various levels of staff
- Advanced skills in project management and problem solving
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. enough to exchange or convey information and to receive work direction
- Ability to prioritize, multi-task and maintain flexibility in a fast-paced environment
- Managerial principles;
- Grant and/or contract administration principles
- Applicable Federal, State, and local laws, rules ordinances, statues, and regulations
- Bidding processes and procedures;
- Interpreting complex documents

Training and Experience:

Bachelor's Degree in Finance or Accounting in Public Administration, and/or other related field and six to eight years of experience in area of assignment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

For a complete copy of the Job Description and an Internal Job Posting Application, please contact the Human Resources Department at swilliams@ridecitylink.org.

CityLink is an **Equal Opportunity Employer**.