830 West Lauridsen Boulevard
Port Angeles, Washington 98363

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360-452-4511

POSITION DESCRIPTION FORM

POSITION INFORMATION					
Position Title	**GRANTS and CONTRACTS SPECIALIST**		**FLSA Status**	☒ Non-exempt ☐ Exempt	
Location/Base	Port Angeles, Washington	**FTA Safety-Sensitive**	☐ Yes ☒ No	**Pay Range**	11
Reports To	General Manager	**Represented Position**	☐ Yes ☒ No	**Supervision**	☐ Yes ☐ No
Position Action	☒Establishment ☐Update			**Effective Date**	07/17/2026

POSITION SUMMARY

Under the direction of the Clallam Transit System (CTS) general manager, this position is responsible for identifying, seeking, monitoring, and coordinating federal, state, and local grants while providing support for the agency's procurement, contracts, and project coordination processes. Responsibilities include establishing, tracking, and monitoring these processes. The position completes and maintains comprehensive records ensuring compliance with all applicable regulations. Responsible for ensuring regulatory compliance requiring collaborative effectiveness with internal and external stakeholders.

ESSENTIAL FUNCTIONS

All essential functions to be performed at the department manager's discretion and direction.

General: Works under the direct supervision of the general manager, or designee. The following list of characteristic duties is not intended to serve as a comprehensive list of all duties performed by an employee in this classification. It is a representative summary of the primary duties and responsibilities.

Grants: Works collaboratively with staff to identify funding needs to secure grant funding in support of agency projects. Provides research and evaluation of federal, state, and local funding opportunities. Drafts and finalizes applications for timely submissions meeting grant requirements. Monitors and tracks grant projects for regulatory compliance, reporting, and audits. Compiles and submits timely reports to maintain compliance with all grant funding source requirements. Maintains records in accordance with all applicable requirements.

Procurement: Works collaboratively to gather cost estimates, quotes, and technical specifications related to goods and services. Prepares and distributes requests for proposals, invitations to bid, and other solicitations in compliance with applicable regulations. Coordinates and facilitates vendor selection processes to include pre-bid meetings, proposal evaluations, and vendor communications. Monitors contractual compliance to include prevailing wage laws and disadvantaged business enterprise (DBE) participation requirements. Assists with vendor and contract negotiations, modifications, renewals, and payment processing. Assists department managers with the purchasing process ensuring policy compliance, purchase orders, inventory and close out process. Responsible for the procurement of agency supplies within budgetary and agency guidelines and policies. Administers and maintains comprehensive documents to complete the procurement process. Ensures compliance with agency, local, state, and federal regulations.

Contracts: Monitors contract expirations and proactively initiates renewal, extension, or renegotiation process collaboratively with management to ensure timely contract renewals. Manages active, pending, and expired contracts and monitors contract compliance. Provides for maintenance of accurate records overseeing contract modifications. Primary liaison between the agency's legal counsel and management team to ensure agreements are timely, drafted accurately, executed promptly, and stored securely.

Project Coordination: Assists in review of project scopes, schedules, and cost baselines to ensure alignment with agency goals. Coordinates procurement of materials, components, and supplies with contractors and vendors. Assists in compliance processes by verifying prevailing wage certifications, intents, and affidavits for accuracy and completeness, ensuing contractor documentation

assigns with regulatory requirements. Supports project implementation and close out by assisting with all project documentation, monitoring processes, risks, and cost estimates. Collaborates with internal departments, contractors, and stakeholders to coordinate procurement timelines, resolve issues, and ensure project milestones are achieved.

Records Management: Works collaboratively to assist the records manager and each department's records coordinators to ensure the retention, archival, and destruction of public records for the agency are in accordance with governing retention schedules and applicable state statutes. Provides for the maintenance of CTS records logically and in an accessible manner.

Professionalism: Conducts duties professionally, with the highest of ethical standards, and exercises discretion of confidential or sensitive information. Demonstrates the example of expected behavior. Develops and maintains harmonious and cooperative working relationships.

Safety and Emergency Preparedness: Promotes a culture of safety and individual responsibility within CTS. Complies with the emergency response and loss control program requirements. Promptly reports accidents or incidents and prepares all necessary reports. Participates in training as required.

Working Relationships: Promotes an atmosphere of cooperation and teamwork. Establishes and maintains effective and collaborative working relationships with all internal and external contacts. Engages in proactive and collaborative efforts to reach appropriate resolutions.

Representation: Attends and participates in a variety of agency meetings. Serves on committees as assigned. Provides positive agency representation. Serves as a liaison to ensure the highest level of transit mobility within the service area.

Governance and Planning: Participates in establishing and achieving CTS goals. Assists in coordination of activities with other departments and programs.

Communication: Communicates effectively with internal and external representatives to exchange information and resolve issues related to departmental activities. Maintains ongoing communications with the operations manager regarding current and potential issues and engages in proactive and collaborative resolutions. Provides accurate, timely, and detailed oral and written communications.

Schedule: Consistently reports to work on time as scheduled. May be required to work variable hours and overtime according to assignments. Hours of work may be adjusted for workload necessity or as approved by the manager.

Other: Performs other duties as assigned.

REQUIRED QUALIFICATIONS

Education and Experience: A high school diploma or high school equivalency certificate (GED) and two years' experience or training in government procurements, grants, and contracts administration practices or an equivalent combination of education and experience to successfully perform the essential function of the position.

Licensures and Certifications: None.

Knowledge of: Generally accepted office procedures, methods, and equipment.

Ability to Communicate: Express good oral, written, and interpersonal communication skills. Work well with diverse customers. Deliver excellent customer service.

Ability to Use Independent Judgment: Apply knowledge of duties and agency policies to determine methods for work assignments and resolutions of issues. Knows when to refer to supervisor for assistance.

Ability to Use Technology: Proficient with a computer using electronic messaging, word processing, management information, spreadsheets, and databases with sophisticated software.

Ability to Represent: Positively represent CTS and serve as a liaison. Maintain cooperative working relationships and work collaboratively with all internal and external stakeholders. Understand and accept the position as professional in nature.

Other Abilities: Perform all essential functions of the position with or without accommodation. Perform duties in a timely, safe, and accurate manner. Perform multiple tasks simultaneously. Understand and follow work rules and procedures. Follow safe work practices and identify occupational hazards. Travel locally and overnight. Attend trainings and meetings. Be punctual, reliable, and maintain regular attendance. Work overtime as required.

PHYSICAL DEMANDS

Spend approximately 75 percent of time sitting at a desk or table. 25 percent of time is divided between walking and standing while performing tasks. Occasional lifting of up to 20 pounds may be necessary. Frequent keyboarding and telephone use. Fluency in written and spoken English. Able to converse and listen at ordinary sound levels.

WORKING CONDITIONS

Employment: Must pass a background check that may include criminal, financial, and employment histories. Designated as at-will employment and not covered by the labor agreement. Day and overnight travel may be required.

Environment: CTS is a drug and alcohol-free workplace. Duties are performed in an office setting, while sitting at a desk or workstation, using standard office equipment and complex software.

Schedule: CTS's workweek is designated from 12:00 a.m. on Sunday through Saturday at 11:59 p.m. Position is scheduled for 40 hours per week. Position is non-exempt and is eligible for overtime in accordance with the Fair Labor Standards Act (FLSA). Hours of work may be adjusted to accommodate workload requirements and overtime may be required.

APPROVAL

General Manager Jason McNickle	Date
Human Resources Manager Barb Cox	Date

Disclaimer: *The statements contained herein reflect general details necessary to describe the essential functions of this position, the level of knowledge and skills typically required, and the scope of responsibility. This description of duties should not be considered inclusive of all of the work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workloads. This does not establish a contract for employment and is subject to change at the discretion of the employer.*

Clallam Transit System is an equal opportunity employer and does not discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veterans status, disability status, sexual orientation, or any other basis prohibited by local, state, and federal law.