

Job Opportunity: Transit Development Manager, Richland County Regional Planning Commission (RCRPC)

RCRPC provides exceptional services in land-use and transportation planning to the political subdivisions of Richland County, Ohio. By joining our team you have the opportunity to be part of an organization that is highly respected in the community . We are located in Mansfield, Ohio and provide friendly work environment with complete benefits including Ohio Public Employees Retirement System (OPERS).

RCRPC is searching for a community-minded and strategic Transit Development Manager to work in our organization to guide and manage the grants and funding sources associated with the operation of the Richland County Transit System (RCT), in accordance to the guidelines and requirements of the various federal, state and local funding sources, while acting as the transit board liaison to the community, stakeholders and elected officials.

Duties for the position will include managing overall grant efforts, developing grant applications, documenting payments and expenditure, optimizing the grant administration process, overseeing fund-raising, preparing reports, ensuring compliance with grant regulations, , managing procurements, engaging with contract agencies, educating board on policies, and preparing financial reports. Your skills and expertise in successful grants management and partnership development will aid RCT in serving the public by securing continuous funding through federal, state and local funding programs, improving community partnerships and executing meaningful projects.

In general, the Transit Development Manager must have strong analytical abilities, knowledge of federal and state grant management and strong communication skills. Prior experience with public transit programs is advantageous.

Bachelor's degree in urban planning, business administration, public administration or a related field with at least 3 years of progressive experience in either transit, grant management , project management, or any combination of education and experience that provides the applicant with the desired skills, knowledge, and abilities required to perform the job.

A complete job description is available at www.rcrpc.org

Full Time. Entry Salary range \$50,000 - \$60,000 commensurate with experience and qualifications. Strong benefits package. Equal employment opportunity employer.

If you think you are the right candidate send resume with cover letter to jshetty@rcrpc.org. or mailed to 19 N Main Street, Mansfield OH 44902. Applications/resumes will be reviewed as received and will be accepted until the position is filled.