

# JOB ANNOUNCEMENT



<b>Job Title:</b>	<b>Service Development, Projects and Grants Specialist</b>
<b>Salary Range:</b>	\$45,456 - \$65,237 (Grade16)
<b>Benefits:</b>	Health insurance, retirement, paid annual and sick leave
<b>Other:</b>	Exempt position
<b>Work location:</b>	1327 N. Riverside Dr., Española, New Mexico

## Position Summary & Responsibilities

This position is responsible for coordinating major special operational and/or administrative projects including service restructuring plans and activities related to service changes, as well as studies of transit routes and service, service plans, creating and coordinating production of transit schedules and for monitoring and maintaining the schedule integrity of the transit system; responsible for coordinating special projects that may include District's compliance with the Americans with Disabilities Act, Title VI, Federal and State compliance and Para transit and demand services evaluations. The position is responsible for grant research, applications, monitoring and reporting. Position requires interdepartmental coordination with Operations, Finance and the Public Information Office. Maintains confidentiality of all privileged documents and information. A detailed job description can be viewed at [www.ncrtd.org](http://www.ncrtd.org).

## Qualifications

A Bachelor's degree from an accredited college or university in Transportation, Public Administration, Transportation Planning, Business Administration or other relevant degree program. Three (3) years of (full-time equivalent) verifiable professional transit planning or related operational or administrative experience.

## About the District

In March 2003, the New Mexico State Legislature (SB 34) authorized the formation of Regional Transit Districts (RTDs) and subsequently in September 2004 the NCRTD was recognized by the New Mexico Department of Transportation (NMDOT) as the first RTD in New Mexico. The NCRTD provides commuter, fixed route, Para-transit and demand response transit services within the counties of Los Alamos, Rio Arriba, Santa Fe and Taos, the cities of Espanola and Santa Fe and to five Pueblo's located within the RTD boundaries. The individual transit systems within the RTD are municipal partners. The Districts service area is in excess of 10,000 square miles. In fiscal year (FY) 2012 the District had 185,827 riders for the routes it operates and an annual budget of \$9.8 million and currently employs 51 team members. District ridership for the 2012 FY when accounted for non-district operated but funded routes totals 431,941.

**This position will remain open until filled; however, the first review of applicants will take place on November 26, 2012.**

Interested candidates must submit a resume, list of references, and letter of interest, and a completed District application to: North Central Regional Transit District, HR Office, 1327 Riverside Dr., Española, NM 87532 or via email to [barbm@ncrtd.org](mailto:barbm@ncrtd.org). The NCRTD is an EEO/AA Employer. Title II of the American with Disabilities Act and Section 504 of the Rehabilitation Act prohibit discrimination on the basis of disability in public programs. Individuals with disabilities who need a reasonable accommodation to participate in the hiring process or who require information in an alternative format must include this request in their letter of interest.