



EMPLOYMENT OPPORTUNITY

Position: Program Coordinator, Grants & Procurement
Agency: Charlottesville Area Transit, Charlottesville, Virginia
Hiring Pay Rate: \$42,286.40 - \$52,707.20 annually.

Program Coordinator, Grants & Procurement, is responsible for all aspects of **Charlottesville Area Transit (CAT)** grant-funded programs. Requires education equivalent to a bachelor's degree in public administration or another field relevant to the position. Minimally possession of high school diploma or GED is required – 1.5 years of relevant work experience may be substituted for each year of the required higher education. Also requires at least 3 years of experience in related field. Experience in grant writing/management, procurement, recordkeeping/reporting, project management, or related fields strongly preferred. Knowledge of Federal Transit Administration rules and regulations and TEAM or related systems (i.e. Olga) preferred.

Apply online at www.charlottesville.org/jobs by **5:00 p.m. Friday, February 3, 2012.**