

Cape Ann Transportation Authority
Transit Program and Compliance Manager

Job Description

Job Title: Transit Program and Compliance Manager

Department: Administration

Job Location: CATA Administrative Office

Job Status: Full-time, Exempt

Reports to: Administrator

Salary Range: \$65,000-\$85,000

Supervises: CATA staff as determined by Administrator

Position Summary: The Transit Program and Compliance Manager of the Cape Ann Transportation Authority (CATA) provides day-to-day operational oversight of the Authority by working with the Administrator, the operating company, consultants, and other staff and acts as the Administrator in his/her absence. The Transit Program and Compliance Manager works under the guidance of the Administrator to provide daily operational support, to ensure adherence to the mission of the Authority, and provide excellent customer service through efficient, reliable, safe, and affordable transit options to all of its customers and communities.

Essential duties and Responsibilities:

The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment for the position.

- **Grant Management:** Prepares, submits, and manages grant funding applications through the Federal Transit Administration (FTA) and Massachusetts Department of Transportation (MassDOT) electronic systems; submits budget revisions, grant amendments and close out documents as required by FTA and MassDOT; develops and submits quarterly and/or annual reporting on FTA Disadvantage Business Enterprise (DBE), Civil Rights/Equal Employment Opportunity (Title VI), etc; provides the annual grant application and certification to MassDOT for grant-funded paratransit vehicles (Mobility Assistance Program);
- **Budget Preparation:** Assists with preparing CATA's annual capital budget, including formulation and expenditure planning, preparing appropriate schedules, and working with departments in specifying requirements of their annual capital budgets and expenditure plans; works with CATA staff to identify grant funded projects for inclusion in the Transportation Improvement Program (TIP) and State Transportation Improvement Program (STIP) processes; reviews federal regulations and guidelines for grant applications and advises as to new federal requirements; provides assistance with

the analysis of grant program/project performance and in the development of corrective measures as required by grantor agency; monitors capital budgets to ensure control and accountability of CATA's expenditures; assists with tracking receipt of funds and subsequent payments to vendors within prescribed federal guidelines.

- **Updates to the National Transit Database (NTD) and GrantsPlus:** Collects, verifies, compiles, and submits NTD information to ensure the complete and accurate submittal of data; coordinates related efforts with FTA personnel to ensure that the NTD reports are accepted into the national database; Collects, verifies, compiles, and submits information to MassDOT through GrantsPlus.
- **Research, Data Analysis, and Performance Reporting:** Use internal and external transportation data to perform research, data analysis, and issue standard monthly/quarterly management reports, including the development of performance measures and a "dashboard" reporting system that identifies, tracks and reports on the quality and efficiency of CATA transportation services delivered.
- **Purchasing, Procurement and Capital Project Oversight of Grants:** Assists with the procurement of all materials, supplies and services, construction and maintenance of buildings and oversight of all authority assets; monitors all procurement activities are conducted according to relevant regulatory requirements and established procedures; oversees grant-related purchasing and procurements; assists with the oversight of major capital projects and monitors cost and performance of vendors and contractors related to projects; maintains current status of grant funding and related expenses; reviews purchase requisitions and payments against FTA approved contract budgets; identifies problem areas and recommends corrective solutions; assists with identifying budget reprogramming requirements. Serves as the Disadvantaged Business Enterprise Liaison Officer (DBELO).
- **Operations:** Assists with oversight of the operating company to include compliance with all federal requirements including ADA regulations, NTD reporting requirements, Drug & Alcohol program compliance, etc; monitors and assists the operating company with DBE program understanding and goal achievement; monitors and provides guidance to the operating company in relation to CDL training requirements and regulations.

Preferred Qualifications:

- Bachelor's degree in Business, Public Administration, Planning, Management, or closely related field or a minimum of seven years of experience in a similar field with a demonstrated history of increasing responsibility, including supervision and management
- Three years of experience in the transit industry with a demonstrated history of increasing responsibility, including supervision and management
- Must be proficient in Microsoft Office and other IT applications, specifically with Word, Excel, Power Point, Outlook or similar desktop programs.
- Demonstrated experience with accounting software, such as Sage/Peachtree

- Experience in transit operations and compliance, contractor oversight, staff supervision, contract administration, information systems, and procurement.
- Comprehensive understanding of public transit issues, MGL 161B, FTA and MassDOT policies and procedures.
- Strong interpersonal skills, team building, ability to communicate and manage well at all levels of the organization.
- Strong problem solving and creative skills, ability to exercise sound judgment and make decisions based on accurate and timely analysis.
- High level of integrity and dependability, high energy, and results-oriented work approach.
- Ability to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide excellent customer service.

Interested candidates should send cover letter, resume, and references to Felicia Webb, CATA Administrator, at jobs@canntan.com. The closing date for this posting will be Friday, August 15, 2025 at 4:00pm.