Metra is one of the largest and most complex commuter rail systems in North America, serving Cook, DuPage, Will, Lake, Kane, and McHenry Counties. The agency is linking communities in Northeastern Illinois by providing safe, reliable, and efficient commuter service.

The Long Range Planning Group identifies opportunities for expanding, enhancing, and maintaining the Metra rail system including how best to fund those capital needs. Under Long Range Planning, the Program Development section develops Metra’s capital program and amendments and prepares all discretionary funding grant applications.

Reporting to the Manager, Program Development, the Program Coordinator 3 assists with the development of the annual and five year capital programs, oversees discretionary grant development functions, and participates in Transit Asset Management (TAM) activities and asset data development. Primary Duties include: Administer the quarterly capital program amendments, evaluate project justification data submitted by operating departments, using the strategic capital model and decision-making tool, to determine eligibility and level of grant funding; and collaborate with management in departments selected for funding to develop budgets, project scopes, and schedules. Attend status meetings to track the progress of projects, provide analysis of spending, and advise departments relative to achieving project milestones, modifying project scope, and reallocating funds. Build and maintain various databases that support analysis of the capital program, prepare quarterly capital program amendments, and generate reports for use by management in making reallocation decisions. Oversee and coordinate the preparation of discretionary grant applications including researching grant opportunities, identifying projects that meet program eligibility, completing grant applications, and monitoring obligations and expenditures. Manage the preparation of quarterly reports as needed, implement continuous improvement practices, develop department policies, and research best practices. Perform other related duties as assigned to meet the ongoing needs of the organization.

Final salary will be determined in part by the qualifications of the selected candidate**.**

Metra is a railroad employer subject to the provisions of the Railroad Retirement Tax Act, not the Social Security Administration.

Requirements

1. Bachelor's Degree in Business, Finance, Planning, Public Administration, Political Science, or related field.
2. In addition to #1 above, must have five (5) years of experience in financial analysis and grant writing.
3. Considerable knowledge of budgeting and financial analysis.
4. Considerable knowledge of grant writing techniques.
5. Knowledge of Federal Transit Administration (FTA), state, and/or Regional Transportation Authority (RTA) procedures and guidelines pertaining to capital funding.
6. Good knowledge of federal and state grant research and application processes and procedures.
7. Good analytical and organizational skills.
8. Good verbal and written communication skills.
9. Good math skills, specifically statistical analysis.
10. Extensive experience in Microsoft Office suite, specifically Excel, Word, Access, and PowerPoint.
11. Ability to analyze complex budget and financial data and prepare reports.
12. Ability to use GIS software, specifically Esri products.
13. Ability to interpret federal grant requirements.
14. Ability to lead projects.

Preferences:

1. Master’s Degree in Planning, Public Administration, or Political Science.
2. Ability to utilize Adobe Illustrator, Photoshop, InDesign, or comparable software for data visualization and to prepare formal documents.

**Please note:** Regardless of any state laws that legalize marijuana, Metra prohibits applicants and employees’ use or possession of marijuana (or marijuana paraphernalia), or having detectable amounts of marijuana in their bodies, including synthetic and/or non-synthetic substances such as THC for any reason for pre-employment screening purposes, while on duty, subject to duty, on Metra property, or in Metra work equipment and vehicles.

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, gender identity, disability, or any protected categories, assuming an individual can perform the essential functions of the job with or without accommodation.