##### **Victor Valley Transit Authority**

**Grants Assistant**

Victor Valley Transit Authority has an opening for a Grants Assistant position located at its Administrative Facility in Hesperia, CA. The Grants Assistant supports the grants department primarily with general grant accounting, grant management and administrative tasks in support of a variety of grant applications and processes. Creates, maintains, and reconciles grant records, files and supporting documents and spreadsheets. Performs work in support of the activities, goals and programs related to VVTA’s grant funded capital and operating projects in compliance with federal, state, and local rules, regulations, and requirements.

Public transit experience in grants or planning is a plus. Please see our website: www.vvta.org/jobs for a complete job description and application or contact dalbin@vvta.org. This is a full-time position, 40 hours per week. Annual salary range is $48,000 to $59,000 DOE plus participation in VVTA’s benefits program, including paid vacation, sick leave, medical, dental, vision, disability and life insurance, and participation in the CalPERS retirement system. Victor Valley Transit is an Equal Opportunity Employer.