

County of Lenoir

BOARD OF COMMISSIONERS

George W. Graham, Jr. , Chairman
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Jackie Brown
Reuben Davis
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Tommy Pharo
Linda Rouse-Sutton



Lenoir County Courthouse
P.O. Box 3289
130 South Queen Street
Kinston, NC 28502

Telephone: (252) 559-6450
Fax: (252) 559-6454

Mike Jarman, County Manager
Tommy Hollowell, Assistant County Manager
Lashonda Aytch, Clerk to the Board

LENOIR COUNTY TRANSIT

Pay Scale – Grade 63 Step 2 - \$25,010 – Grade 63 Step 14 - \$33,636

GRANT WRITER/SAFETY AND TRAINING OFFICER

NATURE OF WORK:

The position as Grant Writer oversees the process of seeking and applying for any Federal and State Grants that Lenoir County Transit (LCT) would qualify for and ensures complex Federal and State reporting requirements are met when grants are approved by North Carolina Department of Transportation (NCDOT). Oversees the process and reporting of the ROAP, JARC, and New Freedom Grants to the NCDOT and other Grants as assigned by the Director / Assistant Director.

The position as a Safety and Training Officer is responsible for developing programs to improve the agency's safety record, control risks and improve employee job knowledge and performance. This position also oversees the agency's accident review, Drug and Alcohol Policy, NCDOT Safety Policy, and all safety reporting to NCDOT and other related duties as assigned by the Director/Assistant Director. This position reports to the Transportation Director or Designee. Employee must possess a valid North Carolina Driver's License and must be familiar with Lenoir County. Lenoir County Transit will conduct a DMV background check along with a criminal background check. This position is subject to pre-employment, random, post-accident and reasonable suspicion drug and alcohol testing in accordance with Federal Transportation Administration guidelines and local LCT policy. Salary: \$25,010 - \$33,636. Applications should be sent to: Sue Powell, Lenoir County Transit, P.O. Box 3289, Kinston, N.C. 28502-3289. Closing: February 19, 2010. Lenoir County Transit is an equal opportunity employer