



May 9, 2024

EMI: Requisition #10300001589

**Your Role:**

Tetra Tech is seeking a team member to support grant administration and planning services for federal, state and local government clients. The position involves working in a team environment to support and meet the needs of multiple clients and projects. The position includes working collaboratively on multi-disciplinary project teams, leading and managing projects and tasks, writing and editing communications products, and identifying creative approaches and methods to accomplish client program objectives. This position will require close coordination with community officials and stakeholders to understand how best to develop plans and administrative policies and procedures to improve social, economic, and political elements of communities including increasing life safety and reducing future losses due to natural hazards. Candidates must have demonstrated experience working with clients to gather data and to actively seek creative solutions to problems.

Ideal candidates will manage government contract tasks, foster and maintain client relations, managing project teams and project budgets, and coordinate technical and financial aspects of projects.

Immediate responsibilities and functions include:

- Evaluating compliance of grant-funded community and economic development capital projects and preparing detailed reports of project and compliance status including, but not limited to, prevailing wage documentation, steel documentation, and competitive bidding.
- Addressing financial and compliance issues in a timely manner and escalating issues and concerns to senior leadership and client as appropriate.
- Conducting collaborative meetings with a variety of government agencies and private sector entities, both internally and externally.
- Engaging program partners to advance program initiatives and track and report accomplishments.
- Designing and supporting training for government staff and stakeholders.
- Researching and analyzing policies and initiatives.
- Managing projects in accordance with Tetra Tech's technical, quality, and fiscal requirements and policies.
- Supporting Planning and Economic Development Practice as may be required.

**Qualifications:**

Tetra Tech is seeking individuals that have 1-5 years of related work experience.

Successful applicants will have the following skills:

- Communications - Ability to communicate professionally and effectively with government representatives, applicants, developers, construction teams, and a variety of other stakeholders.
- Superior Writing Skills - Ability to critically read/audit large amounts of information, summarize, and make clear and concise recommendations for action.
- Time Management - Ability to multi-task, meet overlapping deadlines, and manage multiple projects simultaneously.
- Attention to Detail - Must have strong attention to detail.
- Presentation Skills - Ability to understand audience needs across multiple forms of communication and meeting facilitation.
- Analytical Skills - Ability to critically analyze qualitative and quantitative data. Ability to review planning documents to aid in development of community values.
- Survey Experience - Ability to develop surveys/questionnaires, and use spatial surveys to validate community values.

- Project Coordination - Ability to work closely with other staff members to coordinate labor and time allocation, while maintaining open communication with all stakeholders.
- Conflict Resolution - Ability to address and resolve conflicts in an effective and professional manner.
- Self-motivation - Ability to initiate independent and collaborative work assignment(s) in proactive, responsible manner
- Construction Management - experience with construction management or grant management for construction projects helpful, but not mandatory.
- Understanding of cost-effectiveness analysis (FEMA preferable) using qualitative and quantitative data helpful, but not mandatory.
- Other - Accountable to team, client, and other involved parties; must be able to drive a motor vehicle and pass a motor vehicle records check.

**Education and Certifications:**

A Bachelor's Degree in urban planning, public policy, public administration, engineering with a focus on community planning, sustainable development, and climate related planning, or another related field.

**Work Environment:**

The position will require occasional travel to client sites and other locations to conduct meetings, site visits, etc. These sites may be outside, exposing the candidate to weather conditions and varying terrain, particularly at active construction sites. Site visits or other meetings may involve long periods of time in a motor vehicle. Some occasional evening and/or weekend work and/or travel will be required.

**Application Instructions:**

Qualified candidates should apply here: <https://tetrattech.referrals.selectminds.com/jobs/jr-planner-grant-administrator-42169>

**About Tetra Tech:**

Tetra Tech combines the resources of a global, multibillion-dollar company with local, client-focused delivery in more than 550 locations around the world. Our reputation rests on the technical expertise and dedication of our employees—27,000 associates working together to provide smart, scalable solutions for challenging projects. We are proud to be home to leading technical experts in water, environment, infrastructure, resource management, energy, and international development.

Explore our open positions at <https://www.tetrattech.com/careers>. Follow us on social media to learn more about our people, culture, and opportunities:

LinkedIn: @TetraTechCareers

Twitter: @TetraTechJobs

Facebook: @TetraTechCareers

**Tetra Tech** is proud to be an Equal Opportunity Employer. Diversity, inclusion, and equity are among Tetra Tech's core values. Throughout our history, the company has prioritized equitable inclusion of all people. All qualified candidates will be considered without regard to race, color, religion, national origin, military or veteran status, gender, age, disabilities, sexual orientation, gender identity, pregnancy and pregnancy-related conditions, genetic information and any other characteristics protected by the law. We invite resumes from all interested parties. Please visit our website at [www.tetrattech.com](http://www.tetrattech.com) to see the array of diverse services and exciting projects we are currently working on.

Tetra Tech is a VEVRAA federal contractor, and we request priority referral of veterans for available positions.

We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted.

**Please no phone calls or agencies.**