

## **Job Description: COMMUNITY & ECONOMIC DEVELOPMENT PROGRAM SPECIALIST**

**CLASS NO.:** 409

**EEOC CATEGORY:** Professional

**PAY GROUP:** 6/7

**FLSA:** Non-Exempt

### **SUMMARY OF POSITION**

Performs complex planning, research, consultative, technical and program administration work. Work involves developing local and regional plans or programs and developing procedures for implementation and evaluation of those plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations, economic development entities, the lending industry, client businesses and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Local Government Services Director
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with representatives of local, state and federal government agencies; and works with are elected officials, area economic development professionals, advisory committee members, area bankers, area business people, consultants, and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Administers grant programs for cities, counties, and other public entities in the community and economic development field;

Assists in the preparation of the PRPC economic development and local government services work program and budget;

Provides technical and administrative assistance to local governments and area economic development entities in the field of economic development and local government;

Collects, organizes and analyzes data required in the development and implementation of municipal, county and economic development programs;

Prepares proposals for grants and contracts related to economic development and assists local entities in the implementation of such grants and contracts;

Works with and speaks to community and professional groups and the media regarding economic development and local government issues;

Prepares grant applications and ensures grants are properly administered;

Promotes ongoing, region-wide, communications and cooperation on matters of mutual concern;

Maintains current knowledge of laws, regulations, assistance programs and financing methods in a variety of economic and community development subject areas;

Prepares state and federal planning documents for regional economic development and

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)

transportation purposes;

Provides staff and administrative support to the PRPC Regional Revolving Loan Programs including loan development, packaging and processing;

Assists in coordinating workshops and seminars in the area economic development and local government;

Conducts field surveys;

As needed, by day or night, travels to cities, counties, and agencies throughout the Panhandle to provide information, technical assistance and project management services;

Assists in the gathering & disseminating of demographic and census information;

Maintains current general knowledge of Planning Commission activities and represents the PRPC in daily work contacts;

Attends conferences, seminars and workshops as needed;

Makes presentations to the Planning Commission's Board of Directors; and

Prepares special reports and plans and carries out special projects as may be assigned by the Local Government Services Director.

Other Important Duties\*

Performs such other related duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* local, state and federal laws and regulations relevant to program area; principles and practices of economic development, community development, finance and public administration, quantitative and statistical analysis, and other community services administered by the Planning Commission.

*Skill/Ability to:* administer grant programs, coordinate program activities among numerous agencies, groups and local governments; identify specific economic development needs and develop responsive programs; interpret and communicate other relevant state and federal rules, regulations and guidelines; and establish and maintain effective working relationships with officials in local, state and federal agencies, policy and advisory committees of the Planning Commission, the local business community and the general public.

Adhere to all company policies, procedures and guidelines.

**ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in finance, business, public administration or a related field;

or bachelor's degree in finance, business, public administration or a related field, plus at least one year of experience in economic or community development;

or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

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