

## **Job Description: REGIONAL SERVICES PROGRAM SPECIALIST**

**CLASS NO.:** 309

**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 plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Work involves regular public speaking. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Regional Services Director.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with local elected officials, city staff, representatives of regulatory agencies, private sector representatives, and the general public.

### **EXAMPLES OF WORK**

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

In an administrative capacity, the program specialist may bear administrative responsibilities in multiple Regional Services program areas. Typically, the Regional Program Specialist will have a set of core duties in one or more of the department's mainstay programs along with a set of assigned tasks associated with one or more of the department's provisional programs.

#### **SOLID WASTE:**

Provides staff support to the Panhandle's Regional Solid Waste Management Advisory Committee [RSWMAC] and schedules / facilitates the RSWMAC meetings;

Assists in ensuring that the RSWMAC Operating Procedures are reviewed and updated as needed on a bi-annual basis;

Assists with the maintenance and updates of the Regional Solid Waste Management Plan, as appropriate;

Provides support in facilitating the development of the Panhandle's Bi-Annual Solid Waste Grants Program Funding Plan and ensures that all programmatic public notice / public involvement requirements are met;

Notifies eligible applicants within the region of the availability of Solid Waste Grant Program funding through the Texas Commission on Environmental Quality [TCEQ];

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

Provides technical assistance to cities, counties and/or school districts in the development of applications for funding under the Panhandle's Regional Solid Waste Grants program;

Assists with the facilitating of the RSWMAC's process of prioritizing requests for funding under the Panhandle's Regional Solid Waste Grants program;

Provides support, upon request, for the purchase and delivery of equipment needed to support the implementation of Solid Waste Grant Program-funded project activities;

Conducts workshops, training sessions and public education forums intended to promote the development of local / regional recycling and composting initiatives and/or expand solid waste management knowledge in general;

Promotes active participation in the PRPC's Panhandle Environmental Partnership [PEP] and with other statewide recycling programs that might be beneficial to the region;

Assists with the c coordination of the delivery of recycling services to PEP program participants;

Collects, analyzes, and assists with analyzing necessary program data and provides semi-annual reports to the TCEQ and as needed, to the region's local elected officials, solid waste program participants and the RSWMAC;

Makes presentations to the PRPC's Board of Directors;

Attends solid waste-related meetings and trainings as required;

Collects, organizes and analyzes data required in the development of solid waste programs;

Works with and speaks to community and professional groups and the media regarding solid waste management programs;

Responds to information requests from local governments, regulatory agencies and the general public; and

Maintains a current knowledge of relevant laws, regulations, program requirements, assistance programs, and financing methods in a variety of subject areas as they relate to addressing the Panhandle's solid waste management needs.

### **CRIMINAL JUSTICE:**

Provides staff support to the Panhandle's Criminal Justice Advisory Committee [CJAC];

Assists with ensuring that the CJAC's Operating Procedures are reviewed and updated, as needed, on an annual basis;

Assists with facilitating the development of the Panhandle's Annual Criminal Justice Regional Strategic Plan;

Assists with facilitating the annual applicant notification process for the various Criminal Justice Division [CJD] grant funding opportunities available to the Panhandle region;

Organizes and conducts grant application workshops and provides technical assistance on the application process for the annual CJD funding opportunities that focus on the creation and submission of CJD grant applications for current and potential applicants;

Assists with facilitating the CJAC's prioritization of applications under the various CJD grant opportunities available to the region;

Assists with ensuring the results of the CJAC's prioritization process(es) are properly transmitted to CJD;

Maintains a good working knowledge of the system [eGrants] used to file and manage CJD grant-funded projects;

Prepares and submits quarterly reports to CJD;

Provides technical assistance to CJD grant-funded agencies/organizations; helping them, as needed, to satisfy the programmatic requirements of their grant contracts with CJD;

Assists with managing the PRPC's law enforcement training services contract with the Panhandle Regional Law Enforcement Academy [PRLEA];

Participates in the meetings of the PRLEA Advisory Committee;

Supports the administration of the regional electronic warrant system – Panhandle Electronic Warrants System [PEWS];

Makes presentations to the PRPC's Board of Directors;

Attends meetings and conferences as required;

May assist communities, agencies and civic groups that are developing local criminal justice plans and strategies by providing information or by serving as a facilitator for community planning groups;

Assists with analyzing issues that may affect the region's criminal justice community and seeks new funding resources or opportunities to address those issues;

Collects, organizes and analyzes data required in the development of programs;

Responds to information requests from local governments, regulatory agencies and the general public; and

Maintains a current knowledge of funding programs, relevant laws, regulations and program requirements as they relate to the region's criminal justice program.

#### **REGIONAL RESIDENTIAL SAFE ROOM REBATE PROGRAM:**

Assists with administering regional residential safe room rebate program implementation activities;

Receives and processes applications for rebates and assists in determining which applications will be selected for rebate award;

As applicable, facilitates the Section 106 review process by the Texas Historical Commission of the properties proposed for award of rebate to ensure conformance with the State's historic preservation goals;

Receives and processes rebate payment requests from residents previously approved for rebates through the program;

Performs site visits, as part of the rebate reimbursement process, to photo document the existence of the safe rooms for which payment is being requested;

Assists in ensuring that each safe room for which reimbursement is requested, has been properly certified as meeting the FEMA-361 standards, as documented with the receipt of a notarized Certificate of Installation/Inspection for Residential Safe Rooms;

Provides the public with information pertaining to the goals and objectives of the residential safe room rebate program;

Assists in updating the PRPC website to ensure that the program-related postings remain current and relevant;

Assists in promoting greater public participation in the Regional Residential Safe Room Rebate Program;

Maintains accurate records regarding the number and locations of safe rooms installed through this program; and

Supplies local emergency management officials with information pertaining to the number and locations of safe rooms installed within their jurisdiction.

#### 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; solid waste management and planning principles.

*Skill/Ability to:* establish and maintain effective working relationships with elected officials, regulatory agencies, and the general public; demonstrate proficiency in both oral and written communication; public speaking; analyze and interpret data; prepare and administer grants; work independently and creatively; and prepare reports, program literature, news releases, and other documents neatly and professionally.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in public administration, regional planning, environmental science or a related field;

*or* bachelor's degree in public administration, regional planning, environmental science or a related field, plus at least one year of experience in solid waste management;

*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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