



Regional Services Program Specialist

PAY GRADE
9-11

SALARY RANGE
\$34,798 - \$50,523

FLSA STATUS
Non-Exempt - Exempt

GENERAL DESCRIPTION

Performs routine (journey-level) work in the Economic Development, Environmental Services, and Special Projects section of the Regional Services Department. Work involves planning, developing, and implementing tasks and goals for various economic development, environmental services, rural community development, and other assigned special projects. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

- Coordinates, schedules, attends, and facilitates various Economic Development, Environmental Services, and Special Project related meetings and committees.
- Assists in the coordination of program activities with other departments and liaison activities to various committees, governmental agencies, local officials, and community & private sector organizations on matters related to Economic Development, Environmental Services, and Special Projects.
- Serves as a program liaison and point of contact to staff, government agencies, community organizations, or the general public.
- Markets department programs to community and professional groups to encourage and/or improve interest in the programs.
- Monitors and reviews compliance with requirements, laws, regulations, policies, and procedures for Economic Development, Environmental Services, and Special Projects.
- Collects, organizes, analyzes, and prepares materials and data for Economic Development, Environmental Services, and Special Projects.
- Provides consultative services and technical assistance for Economic Development, Environmental Services, and Special Projects.

- Assists in the preparation, review, and submission of required reports, correspondence, and other documents, ensuring clarity, completeness, accuracy, and conformance with applicable policies.
- Assists with development and implementation of plans for various Economic Development, Environmental Services, and Special Projects programs.
- Assists with an annual inventory of equipment and supplies for various Economic Development, Environmental Services, and Special Projects programs.
- Performs other related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Bachelor’s Degree in Public Administration, Social Science, Business Administration, or a related field preferred.

Experience in local government administration, non-profit administration, grant award administration, or economic development preferred.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of local government or non-profit administration and maintenance.
- Knowledge of or commitment to the communities within the Golden Crescent Region.
- Excellent multitasking, problem solving, and time management.
- Ability to communicate with the public via telephone, email, and in person.
- Ability to respond to public inquiries in a timely manner; to implement administrative procedures; to interpret rules, regulations, policies, and procedures; and to communicate effectively.
- Ability to analyze and interpret data.
- Skill in the use of standard office equipment and software. Working knowledge of word processing and excel is required.
- Knowledge of basic office practices and administrative procedures such as dictation or recording meeting minutes, proofreading, and editing.

By signing below, I acknowledge that I have read this job description, and to the best of my knowledge, meet the required knowledge and skills for this position.

Name

Date