



Association of Central Oklahoma Governments

JOB OPPORTUNITY

DESCRIPTION:

JOB TITLE: Community & Economic Development Coordinator

DEPARTMENT: Community & Economic Development

SUPERVISOR: Executive Director

DATE: July 2019

FLSA STATUS: Exempt

EMPLOYER INFORMATION:

ACOG is the regional planning agency and the designated metropolitan planning organization (MPO) serving the four-county Central Oklahoma region (Oklahoma, Cleveland, Canadian and Logan Counties). ACOG, located in Oklahoma City, performs work related to enhanced 9-1-1 services, community & economic development, water resources, air quality, transportation planning and other issues of regional significance. For more information about ACOG and the variety of services and programs provided, please access our website at www.acogok.org.

JOB SUMMARY:

ACOG seeks a creative individual to lead an important initiative that focuses on community and economic development, supporting both regional and member government projects. A positive, customer-centered orientation, an ability to deliver high-quality products in a timely manner and manage diverse partnerships. Someone with a passion for helping communities develop a resilient and sustainable economy. The position manages contract and grant funded projects, provides technical assistance, conducts analysis, develops strategic studies and reports, and facilitates collaboration among member governments and partner organizations.

ESSENTIAL JOB FUNCTIONS:

- Assist in the preparation and administration of Federal and State community and economic development assistance programs.
- Work with local elected officials, state/federal officials, and the public.
- Coordinate the activities of the four-county Capital Area Economic Development District (CAPEDD) of Oklahoma with member governments and economic development organizations.
- Assure compliance with the U.S. Economic Development Administration (EDA) requirements pertaining to EDA grant contract administration and reporting.
- Maintain, update and strategically implement the Comprehensive Economic Development Strategy (CEDS) Report for CAPEDD in coordination with the CEDS Advisory Committee.
- Grow and maintain the membership of the CEDS Advisory Committee and coordinate the quarterly meetings of the committee.
- Promote EDA grant opportunities for member organizations by assisting and/or writing EDA grant applications or by providing letters of support, when requested.

- Employ methods of data collection, data analysis, and preparation of reports on the economic viability and trends in the region.
- Serve as the primary administrator of the Rural Economic Action Plan (REAP) grant program and the Community Development Block Grant (CDBG) program for ACOG.
- Assist REAP/CDBG grantees with technical assistance on grant applications.
- Assure compliance with the Oklahoma Department of Commerce (ODOC) requirements pertaining to REAP and CDBG grant contract administration and reporting.
- Manage the following REAP activities: maintain scoring and ranking criteria for grant applications; coordinate training workshops for member governments; review and assess grant applications; maintain grant contract files and documentation; and prepare correspondence and notifications to grantees.
- Assure compliance with the ODOC requirements for CDBG eligible communities participating in the CDBG Capital Improvements Plan (CIP) grant program.
- Identify CIP grant opportunities for ACOG member municipalities and coordinate CIP grant application efforts.
- Administer CIP contracts with municipalities, along with tracking project expenses, filing claims, and expenditure reports with ODOC.
- Manage the following CIP activities: prepare hearing notices and assist communities in conducting required public hearings; assist in gathering information and conducting infrastructure inventories for client municipalities, along with associated facility mapping needs; effectively facilitate communication between client municipalities and state agencies; and address current needs, identify future planned improvements and grant options to accomplish the community's stated goals.
- Conduct field evaluations/site visits to assess grantee progress on grant funded projects.

ADDITIONAL RESPONSIBILITIES:

Perform other duties and projects as required by the Executive Director.

MINIMUM QUALIFICATIONS FOR CONSIDERATION:

- Bachelor's Degree in public administration, planning, business administration, or a relevant degree.
- Three (3) years of direct or related community and economic development planning experience. A Master's Degree in a related field may substitute for one year of experience.
- Familiarity with community and economic development programs, grant contract administration, and project management.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have strong organizational skills and the ability to prepare and interpret quantitative data.
- Excellent research and synthesis skills required.
- Ability to work independently and with limited supervision, establish priorities, handle multiple tasks, and meet deadlines required.
- Good written and verbal communications skills and ability to work effectively with internal/external customers required.
- Consensus building skills, as well as the ability to understand different perspectives, build collaborative relationships, and develop and implement creative solutions.
- CDBG certification with the State of Oklahoma is a plus.
- Proficiency in MS Word, MS PowerPoint, and MS Excel.
- Working knowledge of ESRI ArcGIS Desktop (GIS mapping and analysis) is a plus.
- Effective presentation skills for small and large groups.
- Demonstrated competence in contract and budget development and administration is essential.

- Experience with state and federal community and economic development programs is highly desirable.
- Must have a valid OK or other state driver's license.

COMPENSATION:

The hiring range for this position will be \$58,000 - \$62,000 annually. ACOG offers a competitive benefits package which includes paid vacation and sick leave, health, dental, vision, life insurance and retirement; health reimbursement arrangement, flexible spending account for medical and child/dependent care expenses; and flexible work schedules.

HOW TO APPLY:

1. Download the ACOG employment application at:

<http://www.acogok.org/wp-content/uploads/2019/07/ACOG-Employment-Fill-Out-Form.pdf>.

2. Send **completed application package** (cover letter, completed application form and resume) to:

Mark W. Sweeney, AICP, Executive Director
Association of Central Oklahoma Governments
4205 N. Lincoln Blvd.
Oklahoma City, OK 73105

Or by email to bgarner@acogok.org with the subject **Community & Economic Development Coordinator**.

Incomplete application packages will not be considered. Position is open until filled; initial review of applications begins August 9, 2019.

All employment offers will be within the stated hiring range.

ACOG reserves the right to hire at an appropriate level. ACOG is an Equal Opportunity Employer (EOE).