

Job Summary

This position serves as consultant, liaison, problem-solver, and project manager for units of local governments. The Community and Economic Development Grants Specialist develops projects, writes and administers grant applications, focusing on community and economic development related projects, and markets Southern Georgia Regional Commission (SGRC) project development and implementation services to local governments.

Job Duties and Responsibilities (major duties)

- Plans, coordinates, and prepares state and federal grant and loan applications for local governments; explains and advises local governments of available state and federal grant and loan programs.
- Maintains and continuously updates knowledge of state and federal grant/loan programs, as well as pertinent legislation; attends professional development and training conferences.
- Manages and administers grant programs; monitors all grant and project related activities to ensure compliance with state and federal guidelines; ensures all required documents, including quarterly reports, are submitted on a timely basis.
- Coordinates project activities with city/county officials, attorneys, engineers/architects, private professionals, and general contractors; oversees the selection of qualified contractors through a sealed bid process; conducts pre-construction conferences with contractor and project engineer/architect.
- Serves as liaison for local governments with state and federal agencies including, but not limited to, the Georgia Department of Community Affairs and the Economic Development Administration, private professionals, industry, and other pertinent agencies.
- Manages and monitors the distribution of grant/loan funds; establishes and maintains grant accounting and filing systems.
- Conducts and prepares environmental reviews, and coordinates publication of related notices.
- Participates in conflict resolution related to obstacles, state and federal compliance and legality issues.
- Facilitates and coordinates project meetings.
- Advertises and conducts public hearings.
- Markets SGRC community and economic development services to local governments.
- Oversees and inspects construction activities throughout the construction phase; monitors contractors for compliance with applicable labor laws; monitors weekly payroll reports for wage rate and other requirements.

- Receives and approves all grant related invoices for payment.
- Prepares or completes various grant and loan related forms, reports, correspondence, or other documents.
- Receives various forms, reports including architectural/engineering reports, correspondence, manuals, reference materials, or other documentation; reviews, edits, completes, processes, forwards or retains as appropriate.
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections, utilizes word processing, spreadsheet, or other software programs.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Travel to meetings held throughout the SGRC region. In some cases, meetings that require attendance occur during the evening (after working hours), and/or during the early morning (prior to working hours). Occasional overnight trips may be required. Some meetings may be held in areas outside the SGRC region.
- Ability to thrive in a high-volume, fast-paced environment that requires a flexible approach to workload demands.
- Performs general clerical duties, including filing, addressing envelopes, typing basic letters of transmittal, copying, packaging documents, and preparing time sheets.
- Responds to requests for basic/general information.
- Takes photos.
- Performs other duties as assigned.

Knowledge, Skills and Abilities Required

- Knowledge of the commission's mission, policies, and procedures.
- Knowledge of commission and department functions and organization.
- Knowledge of contract and grant processes and administration.
- General knowledge of governmental accounting processes.
- Knowledge of generally acceptable formats for various reports.
- Skill and ability to successfully manage multiple projects at the same time.
- Skill in coordinating and implementing a work program.
- Skill in technical and grant writing.
- Skill in operating a computer and standard office equipment.

- Skill in preparing and presenting various reports.
- Skill in public and interpersonal relations.
- Skill in verbal and written communication.

Minimum Qualifications

Bachelor's Degree in business, public administration, marketing, finance, management, or closely related field; supplemented by three (3) years previous experience and/or training involving technical writing, grant development and administration, and experience in the public sector; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

Supervisory Controls

The CED Director assigns work in terms of department goals and objectives. The work is reviewed through conferences, reports, and observation of department activities. The supervisor spot-checks completed work for compliance with procedures and the nature and the propriety of final results.

Guidelines

Guidelines include commission policies and procedures, relevant federal and state laws, grant and contract requirements, various planning and environmental legislation, and applicable local and county codes and ordinances. These guidelines require judgment, selection, and interpretation. This position develops some departmental guidelines.

Complexity

The work consists of varied duties in planning, administration, and policy development. The variety and number of projects and the need for sensitivity to political, social, and economic factors contribute to the complexity of the work.

Scope and Effect

The purpose of this position is to provide work necessary to achieve the commission's Community and Economic Development goals. Successful performance helps assure that Community and Economic Development programs and policies meet the needs of the region.

Contacts

Contacts are typically with co-workers, planners, city and county managers, building inspectors, state and local elected officials, representatives from business, civic, nonprofit, and media groups, and the general public.

Contacts are typically to give and exchange information, motivate personnel, negotiate and settle matters, resolve problems and justify decisions.

Work Environment/Physical Demands

The work is typically performed in an office and outdoors where the employee is exposed to occasional cold or inclement weather. The work is typically performed while sitting at a desk or table, or while standing, walking, bending, crouching or stooping. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity and must be able to distinguish between shades of color.

Supervisory and Management Responsibilities

This position does not have direct supervision responsibilities.

Position Details

- Full-Time Part-Time Intern Contractor
 Exempt Non-Exempt

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 am – 5:00 pm	8:30 am – 5:00 pm	8:30 am – 5:00 pm	8:30 am – 5:00 pm	8:30 am – 5:00 pm

Equal Opportunity/Affirmative Action

The Southern Georgia Regional Commission is an Equal Opportunity/Affirmative Action employer. We provide equal employment opportunities without regard to race, color religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable federal, state or local law.