

Job Description: LOCAL GOVERNMENT SERVICES 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 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. 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:** May supervise support personnel.
3. **Other:** Has regular contact with representatives of local, state, and federal government agencies; and works closely with program coordinators of the Planning Commission, area elected officials, private firms, consultants, and the general public.

EXAMPLES OF WORK

Essential Duties*

Assists in the preparation of local government services budget;

Provides administrative and technical assistance to local governments and other agencies in the areas of community planning, management, grants, recreation and parks;

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

Studies and analyzes operations and problems in the local government services field;

Travels to cities, counties, and agencies throughout the Panhandle to provide information and assistance;

Coordinates the acquisition of property for community development projects;

Prepares proposals for grants and contracts related to local government services and assists local entities in the implementation of grants and contracts;

Works with and speaks to community and professional groups and the media regarding local government services programs;

Coordinates Rural Transportation Advisory Group program activities;

Serves as liaison to transportation stakeholders;

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

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

Provides support to Regional Transportation Advisory Group, Panhandle Water Planning Group, Region-1 Flood Planning Group and Groundwater Management Area #1;

Prepares grant applications and ensures grants are properly administered;

Conducts field surveys;

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

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

Transmits planning data to public and private organizations;

Assists with gathering and disseminating demographic and census information;

Attends conferences, seminars, and workshops as needed;

Provides contract city management services as directed by Local Government Services Director;

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

Prepares special reports and plans, and carries out special projects as 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 public administration, local government management, community development, and other community services administered by the Planning Commission.

Skill/Ability to: coordinate program activities among numerous agencies, groups, and local governments; identify specific community needs and develop responsive programs; interpret and communicate to others relevant state and federal rules, regulations, and guidelines; demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with officials in local, state, and federal agencies, Planning Commission program directors, private firms and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in public administration, regional planning, or a related field.

or bachelor's degree in public administration, regional planning, or a related field, plus at least one year of experience in 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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