

Job Description: REGIONAL SERVICES EMERGENCY PROGRAM SPECIALIST

CLASS NO. 311

EEOC CATEGORY: Professional

PAY GROUP: 6/7

FLSA: 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.

This position has

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, and works closely with program coordinators of the PRPC, private sector representatives, consultants, and the general public.

EXAMPLES OF WORK

Essential Duties *

As delegated by the Regional Services Director, provides staff support on department programs;

Provides administrative and technical assistance to local governments and other agencies in the areas of community planning, management, grants, and hazard mitigation funding availability;

Collects, organizes and analyzes data required in the development of programs; Studies and analyzes operations and problems in the regional government services field;

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

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

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 Panhandle Regional Emergency Management Advisory Committee (PREMAC), and other advisory committees as assigned;

Assists with the identification of resources which can be used to further the jurisdiction's goals under the region's member governments;

Prepares grant applications and ensures grants are properly administered;

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

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;
Attends conferences, seminars, and workshops as needed;
Prepares special reports and plans, and carries out special projects as assigned by the Regional Services Director;
Responds to requests from local governments, regulatory agencies and the general public.
Develops and submits, on a timely basis, quarterly program reports to Regional Services Director.

BROADBAND:

Works with and speaks to community and professional groups and the media regarding broadband, closing the digital divide and increasing connectivity;
Prepares special reports and plans on broadband infrastructure and assessment of current needs across the region;
Writes grant proposals for projects to expand broadband across the region;
Promotes ongoing region-wide communication and cooperation on broadband infrastructure;
Develops and submits, on a timely basis, any document packets, program reports and any other requested information to funding agencies and the Regional Services Director;

PROJECT ADMINISTRATION:

Provides contract city management services as directed by Regional Services Director; Makes presentations to the Planning Commission's Board of Directors and City Council(s);
Assures the provision of matching resources for local participation in the hazard mitigation-planning program;
Writes grant proposals for increased funding and assists in the budget review for the region's hazard mitigation programs;
Prepares technical document materials, program literature, news releases, and other related informational materials regarding administration of project(s) under contract;
Prepares special reports and plans
Develops and submits, on a timely basis, any document packets, program reports and any other requested information to TDEM/FEMA and the Regional Services Director;

DISASTER RECOVERY PLANNING:

Works with and speaks to community and professional groups and the media regarding disaster recovery and potential mitigation actions needed;
Prepares special reports and plans on recovery needs across the region;
Writes grant proposals for increased funding and assists jurisdictions with recovery planning

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project application(s);

Prepares technical document materials, program literature, news releases, and other related informational materials regarding disaster recovery;

Develops and submits, on a timely basis, any document packets, program reports and any other requested information to EDA and the Regional Services Director;

HOME PROGRAM:

Oversees the administration of contracted funds from Texas Department of Housing and Community Affairs (TDHCA) to assist eligible homeowners with the HOME program;

Develops and submits, on a timely basis, any document packets, program reports and any other requested information to TDHCA and the Regional Services Director;

Provides contract city management services as directed by Regional Services Director; Makes presentations to the Planning Commission's Board of Directors and City Council(s);

Writes grant proposals for jurisdictions requesting funding and assists in the budget review for the region's HOME programs;

Assures the provision of matching resources for local participation in the HOME program;

Prepares technical document materials, program literature, news releases, and other related informational materials regarding HOME program(s);

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, project management, and other program services administered by the Planning Commission.

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; 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.

Bilingual preferred.

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 project 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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