

Barren River Area Development District (BRADD)

Position Description

Class Title: Public Administration Specialist

Department: Planning and Development

Supervisor: Associate Director for Planning and Development

Supervises: None

Exempt Status: Non-Exempt

Class Characteristics: The position serves as support for the Barren River City Clerks Association and provides assistance to cities and counties with research, public works, project planning and development. This position also provides technical assistance to the local government officials, government agencies, community organizations, statewide development agencies, and financial institutions; performs other duties as required.

Essential Duties and Responsibilities:

1. Project Development:
 - a. Assists with community development and community enhancement initiatives/projects that further develop the region's quality of life goals for sustainable growth.
 - b. Identifies development needs and develops project concepts to maximize benefits with minimal costs.
 - c. Develops project teams, including local government officials and other agencies/stakeholders which can bring the project to reality.
 - d. Develops funding packages after costs are estimated and sources of potential funding are identified.
 - e. Contacts and meets with potential funding agencies to lay groundwork for project and to obtain concurrence of the funding potential for the project.
1. Application Development/Implementation:
 - a. Assists local officials with preparation of pre-applications and applications for LWCF, Recycling, Solid Waste, and any other applicable funding source.
 - b. Works with funding agencies to achieve approval.
 - c. Implements and administers funded projects. Assists in the monitoring of open projects, provide technical assistance to grant recipients to ensure contracts are met, ensure proper utilization and expenditure of funds, and provide project completion assistance including progress reports and final close out reports.
 - d. Ensures compliance of environmental regulations, labor laws, and other federal/state laws and administrative regulations.
 - e. Monitors and reports number of completed, submitted, and successful loan and/or grant applications submitted on behalf of local governments and/or other eligible applicants.
2. Technical Assistance: Provides technical assistance to all cities and counties in areas such as:
 - a. SAM registration and annual renewal updates, DUNS number and FEIN number registration and updates;

- b. Budgeting; Property and other tax rate calculations;
 - c. Federal and State Compliance issues including: Americans with Disabilities Act and other anti-discrimination and Equal Employment Opportunity laws and regulations compliance issues, accounting and financial management, procurement/purchasing policies/procedures, personnel policy establishment and compliance with state and federal laws and regulations, open records/open meetings/records retention, and other needs as identified.
 - d. Also assists DLG with the compilation of reports and other information as needed from cities and counties;
 - e. Attends and provide support to the City Clerks Association meetings and conferences.
3. Public Relations:
- a. Coordinate and maintain the BRADD regional newsletter.
 - b. Notify all potential grant applicants throughout the region (through a uniform, formal, consistent manner) of grant availability and funding cycles for all Federal and State grant programs.
 - c. Maintains regular contact with local government officials and administrative agencies;
 - d. Conducts periodic public meetings required to comply with application requirements, to provide general public education on issues, and/or to explain public policy in controversial situations
 - e. Attends and presents information to Fiscal Court, City Council, statewide planning meetings, and other pertinent meetings as requested.
4. Training & Development:
- a. Develops and facilitates topical, continuing education training programs with customized training tools and statistical analysis for elected officials and staff; may include other entities as deemed appropriate.
 - b. Attends and participates in seminars, conferences, and workshops to remain current on new/innovative legal procedures for proper administration of city and county governments.
5. Research:
- a. Researches laws, funding sources, & other information for all cities and counties
 - b. Follows activities of the General Assembly and informs cities and counties of any legislation which may have an impact on local government
6. Regional Clearinghouse:
- a. Serves as BRADD's Intergovernmental Review Process Coordinator, maintaining an intergovernmental review process and ensuring the timely flow of information to in-house ADD reviewers and between agency and state clearinghouse.

DESIRABLE QUALIFICATIONS

Training and Experience: Bachelor's degree in Planning, Public Administration, Business Administration, or closely related field supplemented by two (2) years' related work experience (a Master's Degree will substitute for one year of work experience). A Master's degree is preferred, but not required. If required by agency, the employee will be licensed or certified.

Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of federal and state laws and administrative regulations applicable to areas of responsibility.
2. Knowledge of the principles and practices of regional planning and research methods used in regional planning.
3. Knowledge of US Bureau of Census Programs and federal/state environmental regulations.
4. Knowledge of statistics and applied data research techniques, including knowledge of applied electronic data processing capabilities.
5. Knowledge of local government operations, organization, functions, and problems.

Skills:

1. Strong verbal and written communication skills including presentation development and technical communication.
2. Proficiency in the use of computers and other office equipment.
3. Problem solving, reasoning, and organizational skills.
4. Positive customer service attitude in all aspects of work.
5. Must have high level of interpersonal skills to handle sensitive and confidential information. Position continually requires demonstrated poise, tact and diplomacy

Abilities:

1. Must be able to work in a fast-paced environment with demonstrated ability to juggle, prioritize, and organize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.
2. Must have strong attendance and punctuality traits.
3. Must have strong organizational abilities and decision-making skills.
4. Must be a self-starter with the ability to initiate, organize, and manage programs; assess the effectiveness of outcomes and refine methods of service delivery as needed
5. Ability to systematically compile and interpret technical and statistical data.
6. Must produce work that requires accuracy with few errors.
7. Ability to establish and maintain effective working relationships with public officials, employees, and the public with tact and diplomacy.

ADDITIONAL REQUIREMENTS

1. Very general instructions; must use own judgement most of the time.
2. This position requires travel and off site work; valid driver's license and insurance required. Irregular hours may be required of this position.
3. Must be able to occasionally attend evening and weekend meetings and trainings.

ADDITIONAL INFORMATION

Processes: Frequently required to refine existing work methods and develop new techniques, concepts, or programs within established limits or policies.

Review of Work: Work may be reviewed through oral and written reports, or through spot checks by supervisor of completed tasks.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is required.

Decisions and Judgements: Problem solving and judgement is required when working with project planning; data development and analysis; preparing reports; attending and organizing meetings; and preparing goals, objectives, and strategies.

Tools, Equipment, and Vehicles Used: Basic office equipment, may be required to use personal vehicle if agency vehicle is already in-use/reserved. Use of agency vehicle should be prioritized above use of personal vehicle.

Physical Demands: Work is generally performed indoors at a desk or table; must lift objects weighing in excess of 25 pounds; work is occasionally performed outdoors must operate a vehicle as a requirement of the job. Some exposure to fumes, chemicals, or toxic substance.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Limited but regular use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Frequent

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Certification Requirements: Must be certified as a CDBG administrator and maintain that certification by attending re-certification trainings as offered.

Overtime Provision: Non-Exempt.

BRADD Mission Statement:

The mission of the Barren River Area Development District is to preserve and advance the quality of life and economic well-being for all citizens of the BRADD through regional collaboration.

**The above job description is intended to describe the general content of and the requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of duties, requirements or responsibilities.*