



Association of Central Oklahoma Governments

JOB OPPORTUNITY

DESCRIPTION:

JOB TITLE: Regional Disaster Economic Recovery (RDER) Coordinator

DEPARTMENT: Community & Economic Development (CED)

SUPERVISOR: CED Manager

DATE: August 2020

FLSA STATUS: Non-exempt

EMPLOYER INFORMATION:

The Association of Central Oklahoma Governments (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:

The Regional Disaster Economic Recovery (RDER) Coordinator position is a temporary – fulltime position. Specifically funded by the Economic Development Administration’s (EDA) CARES Act Supplemental Funding, awarded to ACOG in response to the economic impact of the COVID-19 Pandemic. The RDER Coordinator will perform professional work focused on pandemic economic recovery/development. This will include providing technical assistance to local units of government, businesses and the general public in areas such as business development, financing and entrepreneurialism, and will include grant writing, and implementation of regional programs and projects as outlined in the Capital Area Economic Development District’s (CAPEDD) current Comprehensive Economic Development Strategy (CEDs). The RDER Coordinator will work closely with a part-time Planning Assistant in fulfilling the responsibilities of this program. This position will be under the direct supervision of the CED Manager.

ESSENTIAL JOB FUNCTIONS:

- Implement the updated CEDS economic recovery and resilience plans with the goal of rebuilding resilient and sustainable communities throughout the ACOG region
- Assist in local, state, and federally led Coronavirus Pandemic recovery planning efforts among the most highly impacted communities
- Help identify economic development grant-eligible projects with state and federal resources for locally impacted communities to ensure these entities take full advantage of available funding opportunities
- Prepare EDA and Community Development Block Grant (CDBG) Applications for ACOG member governments
- Identify and foster private and non-profit partnership opportunities

- Serve as a liaison between local, state, and federal partners in order to speed the recovery process through strategic technical assistance and local capacity augmentation for the highly impacted communities within ACOG's 4-county jurisdiction
- Facilitate the implementation of locally generated disaster recovery economic development projects and incentive developed as part of the updated CEDS

ADDITIONAL RESPONSIBILITIES:

- Research and pursue new grant funding opportunities for the ACOG organization
- ACOG region travel will be required
- Perform other duties and projects as required by management

MINIMUM QUALIFICATIONS FOR CONSIDERATION:

- Bachelor's degree in Economic Development, Planning, Urban Studies, Public Administration, Business Administration or related field
- Two (2) years of community and economic development related experience, along with a minimum of 1-year experience in grant writing and prospect research

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated competence in grant contract and budget development and administration is essential
- Experience with state and federal community and economic development programs is highly desirable
- Main Street program management experience is preferred
- CDBG certification with the State of Oklahoma is a plus
- Must have strong research and organizational skills with the ability to prepare and interpret quantitative data
- Ability to work independently with limited supervision, establish priorities, handle multiple tasks, and meet deadlines required
- Excellent written and verbal communications skills and ability to work effectively with fellow staff and ACOG members required
- Consensus building skills, as well as the ability to understand different perspectives, build collaborative relationships, and develop and implement creative solutions
- Proficient in Microsoft Office Suite
- Effective presentation skills for small and large groups
- Must have a valid OK or other state driver's license

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work is sedentary and requires the following physical activities:

- Sitting for long periods of time; occasional bending, squatting, kneeling, stooping; good finger dexterity and feeling; frequent repetitive motions; talking, hearing, and visual acuity
- Occasionally lift to 50 pounds
- Specific vision abilities include close, color, peripheral, and the ability to adjust focus

WORKING CONDITIONS:

- Normal office environment

COMPENSATION:

The annual salary for this temporary-fulltime position will be \$48,500. 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. ACOG region travel will be reimbursed.

The timeframe for employment will be for twenty-one (21) months starting October 1, 2020 and ending June 30, 2022.

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:

Matthew Weaver, CED Manager
Association of Central Oklahoma Governments
4205 N. Lincoln Blvd.
Oklahoma City, OK 73105

Or by email to mreynolds@acogok.org with the subject **Regional Disaster Economic Recovery Coordinator**.

Incomplete application packages will not be considered. Position is open until filled; initial review of applications begins September 8, 2020.

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).