

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking a full-time Program Manager. The position is a full-time unclassified position in state government. Oklahoma Department of Commerce offers a comprehensive [Benefits Packet](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit allowance, [\[click here\]](#). The annual salary for this position is up to \$50,000, based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources to Human Resources. [Apply online](#) or send documents via email to recruiter@OKcommerce.gov.

Review of applications will begin immediately. **The deadline is Friday, September 18, 2020.**

POSITION:	Program Manager
DIVISION:	Business Development Division
SUPERVISOR:	Jennifer Springer
JOB LOCATION:	Oklahoma City
SALARY:	\$40,000 - \$50,000
JOB NUMBER:	J-712

JOB DESCRIPTION AND FUNCTIONS:

The Program Manager provides support for programs related to activities, functions, and goals of the entire Business Development Division in an effort to support in-state recruitment, global recruitment, new investment, new job creation, and retention of existing Oklahoma businesses.

RESPONSIBILITIES:

- Under general direction, the position is responsible for the division budget preparation, procurement contracts, and financial report preparation.
- Prepare and maintain financial documents & spreadsheets. Track, review, and analyze expenditures. Prepare and provide reports and briefings in written, graph, and oral budget formats as needed and requested.
- Prepare appropriate budget forms and submit them according to the prescribed format by the due date set by the Agency.
- Work with the Procurement staff to ensure that requested purchase orders are issued timely prior to the need for a product or service. Follow all applicable procurement/purchasing policies. Ensure that invoices are paid timely.
- May prepare reports for federal funding sources as required.
- Proactive in notifying the Division Director of any potential problems, concerns, budget variances, or unexpected trends.
- Provide financial management assistance to the Business Roundtable, a private organizational partner.



- Become proficient with Customer Relations Management (CRM) database, data entry, search and document updates, tracking Division measurements and successes, business recruitment and expansion reports, and related monthly and annual reporting of all of the above.
- Support the Business Development Division in administrative functions with advance travel documentation, assist with travel arrangements, including hotel and airline scheduling, travel claims, rental car, and other travel-related administrative functions.
- Understand the state procurement and processing documentation for reimbursement requirements.
- Assist with trade shows, event management, and other components of call trip schedulings.
- Proficient with Outlook, contact management, and calendar scheduling, as well as Microsoft Explorer file management.
- Will work as direct support and assist Industry Specialist and Rural Development Specialist as needed.
- Other duties as assigned.

KNOWLEDGE AND SKILLS:

The successful candidate must have a working knowledge of applicable federal and state laws and regulations relating to applicable programs. Also, he/she must have a working knowledge of general accounting principles for financial management and project management.

- Must be self-motivated, accountable, detail and goal-oriented, organized, and deadline-driven.
- Must be proficient in Microsoft software, including Outlook, Word, Excel, and PowerPoint. Must also be able to use the internet to complete necessary research and gather related information effectively and efficiently.
- Must be able to work effectively with the general public and private and public sector partners.
- Must maintain confidentiality regarding the work of the Division.
- Must have the ability to handle and prioritize multiple projects concurrently and independently, often under time restrictions.

EDUCATION AND EXPERIENCE:

This position requires at least three years of related financial or administrative support experience. A bachelor's degree in a related field such as accounting, finance, management, or business is required. An equivalent combination of experience and education will also be considered.

SPECIAL REQUIREMENTS:

Applicants must possess the ability and willingness to perform job-related functions, which may require multi-tasking and frequently "switching gears".

AA/EEO

