

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 to fill a full-time Community Development Program Manager position. This position is a full-time unclassified position in state government. Oklahoma Department of Commerce offers a comprehensive [Benefits Package](#), 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 \$60,000, 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 to apply is Tuesday, November 30, 2021.**

POSITION:	Program Manager
DIVISION:	Community Development
JOB LOCATION:	Oklahoma City, Oklahoma
SALARY:	\$45,000 - \$60,000
JOB NUMBER:	J-731B
VACANCIES:	1

The Oklahoma Department of Commerce receives an annual allocation of funding from the U.S. Department of Housing and Urban Development (HUD) to support housing and uplift communities. In addition, we also receive supplemental funding for Disaster Recovery. This position would be primarily assigned to the Disaster Recovery program but may support other Community Development programs. These federal funding sources are block grants for activities such as public infrastructure rehabilitation, disaster recovery, emergency shelter, housing, and economic development.

RESPONSIBILITIES:

- Act as a point of contact and subject matter expert for assigned programs/projects.
- Manage the delivery, development, design, and improvement of program requirements, application submission procedures, program interaction, capacity building; and increase program effectiveness.
- Design specialized training using a technical assistance participatory approach, solving programmatic concerns.
- Conduct review and analyses of project funding applications for eligibility, community impact, and grantee capacity.
- Review and assess grantee performance through the analysis of grantee submissions, performance reports, and other methods such as management and financial systems, provide a written assessment of results, identify issues, potential areas of non-compliance, and opportunities for improvement to increase effectiveness.



- May write or review reports on problems found and corrective action to be taken and establish due dates for resolving identified problems.
- Examine environmental review documents to ensure compliance with ODEQ and EPA.
- Work with state programmatic and fiscal staff and federal staff to ensure the successful closeout of all assigned grants.
- When feasible, some in-state and out-of-state travel may be required.
- Additional duties as assigned.

KNOWLEDGE AND SKILLS

The following skills and traits are required:

- Knowledge of applicable federal and state laws about grants, general accounting knowledge, and the ability to analyze budgetary and accounting data and verify the accuracy of financial information.
- Knowledge of programs related to supporting and implementing housing, public infrastructure rehabilitation, economic development, and community projects benefitting low/moderate-income citizens.
- Serve as a subject matter expert to local governments in providing technical assistance and guidance on grant applications and response approaches.
- Monitoring project activities on-site or desk monitoring for compliance with program requirements and ensuring project activities achieve the maximum utilization of awarded funds.
- Excellent written/oral, logistical, and organizational skills.
- Candidates must have proficient software and computer skills for communication, data, and project analysis.

EDUCATION AND EXPERIENCE

A bachelor's degree from an accredited college or university, preferably in Public Administration, Community Planning, Community Architecture, Sociology, or any closely related field, is required.

At least three years of professional experience developing state plans, ensuring project management, financial management/accounting, or an equivalent combination of education and experience are required. Previous financial management/analysis or accounting experience/education is required.

The ideal candidate will have a strong interest and experience in federal block grants, HUD-funded programs, housing programs, energy efficiency, economic development, infrastructure management, or other related fields.

Experience with any of the following strongly preferred but not required: Community Development Block Grant, Emergency Solutions Grant, HUD HOME or other housing programs, ODEQ or EPA environmental review, FEMA, or non-profit administration.

AA/EOE

