

# **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 Programs Representative position. This position is a full-time position in the state government. The 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](mailto:recruiter@okcommerce.gov).

Review of applications will begin immediately. **The deadline to apply is Friday, June 3, 2022.**

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<b>POSITION:</b>	Programs Representative
<b>DIVISION:</b>	Community Development
<b>JOB LOCATION:</b>	Oklahoma City, Oklahoma
<b>SALARY:</b>	\$45,000 - \$60,000
<b>JOB NUMBER:</b>	J-757

The Oklahoma Department of Commerce receives an annual allocation of funding from the U.S. Department of Housing and Urban Development (HUD) to prevent homelessness, support communities, and build infrastructure. This position would primarily support Community Development programs for activities such as emergency shelter, housing, and poverty alleviation and provide backup support to other Community Development programs.

## **RESPONSIBILITIES:**

- Act as a point of contact and subject matter expert for assigned programs/projects.
- Manage the delivery, development, design, and improvement of programs. This includes application submission procedures, technical assistance to grantees, and capacity building.
- 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 by analyzing 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 and establish due dates for resolving issues identified.
- May 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 to verify the accuracy of financial information.
- Knowledge of programs related to housing, poverty alleviation, homelessness, or community action agencies.
- Ability to interpret and apply federal guidance.
- 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, Social Work, Accounting, or any closely related field, is required.

The ideal candidate will have at least three years of professional experience developing state plans, ensuring project management, financial management/accounting, or an equivalent combination of education and experience. Previous financial management/analysis or accounting experience/education is strongly preferred.

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

Experience with any of the following strongly preferred but not required: Community Services Block Grant, 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**

