

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 seeks to fill a full-time Community Development Program 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 \$56,000, based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources.

Review of applications will begin immediately. **The deadline to apply is Thursday, July 27, 2023.**

[Apply Online](#)

POSITION:	Programs Representative
DIVISION:	Community Development
JOB LOCATION:	Oklahoma City, Oklahoma
SALARY:	\$47,000-\$56,000
POSITIONS:	Up to 3
JOB NUMBER:	J-794

The Oklahoma Department of Commerce receives annual allocations of funding from the U.S. Department of Housing and Urban Development (HUD), U.S. Department of Health and Human Services (HHS), U.S. Department of Energy (DOE), and other sources to reduce poverty, build infrastructure, and uplift communities. In addition, we receive supplemental funding for specific, targeted goals such as Disaster Recovery, COVID Relief, and Inflation Reduction.

This position would support Community Development programs for activities such as public services, public infrastructure rehabilitation, disaster recovery, community action poverty alleviation programs, and economic development block grant projects.

RESPONSIBILITIES:

- Act as a point of contact and subject matter expert for assigned programs/projects.
- Review financial documents to ensure compliance with program rules.
- Design specialized training using a technical assistance participatory approach, solving programmatic concerns.
- Ensure compliance with 2 CFR 200.
- Review and assess grantee performance through the analysis of various financial and programmatic documents.



- May review various financial documents from charities, insurance companies, and grantors to identify duplication of benefits.
- May write or review reports on problems found, corrective action to be taken, and establish due dates for resolving the issues identified.
- May examine environmental documents to ensure HUD, ODEQ, and EPA compliance.
- Work with state programmatic, fiscal, and federal staff to ensure the successful closeout of all assigned grants.
- 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 supporting and implementing housing, public infrastructure rehabilitation, economic development, and community projects benefitting low/moderate-income citizens.
- Ability to identify patterns and anomalies in financial and programmatic documents such as timesheets, general ledgers, and invoices.
- Excellent written/oral, logistical, organizational, and customer service skills.
- Ability to present material to a group, teach audience members, and answer questions.
- Candidates must have proficient software and computer skills for communication, data, and project analysis.
- Must be curious, flexible, and willing to learn.

EDUCATION AND EXPERIENCE

A bachelor's degree from an accredited college or university, preferably in Accounting, Public Administration, Community Planning, Sociology, or any 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.

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 the following is strongly preferred but not required: Generally Accepted Accounting Principles; 2 CFR 200; 84 FR 2836; Community Development Block Grant; Community Services Block Grant; HUD HOME or other housing programs; ODEQ or EPA environmental review; FEMA; non-profit administration.

AA/EOE

