

## PROGRAM DEVELOPMENT COORDINATOR

### NATURE OF WORK:

This is administrative work in developing and coordinating local, state, and regional development programs.

Employees are responsible for coordinating federal grant in aid programs with public and private agencies in and outside the state concerned with the development of human, natural, and economic resources and supplying technical assistance and appropriate information such agencies. Work involves planning and supervising the technical, administrative, and clerical activities of a particularly program, meeting with local, state, and federal officials to facilitate smooth operation of programs, and evaluating procedures to measure performance and to assure efficient and effective direction of services and resources. Work is guided by policies and objectives set fourth in published directives, performed independently under the administrative supervision of a Planning Coordinator or other administrative superior, and reviewed through periodic conferences and reports.

### ILLUSTRATIVE EXAMPLES OF WORK:

Develops and coordinates federally supported grants such as those located under Section 701 and Title III of the Housing Act of 1954 and Title IX of the Demonstration Cities and Metropolitan Development Act of 1966 and other grants that may be assigned to the State Planning Task Force. Provides technical assistance and consults with municipal, local and state agencies on matters which affect municipal, state or local planning efforts.

Establishes and maintains information center and data systems where local governing bodies may receive information and interpretation of information about ongoing state and federal programs.

Participates in the promotion of community action programs and assists in the preparation of applications for federal approval of proposed projects.

Coordinates Appalachian Regional Development Act funding proposals with agencies having authority for basic program grant allocations.

Participates in the comprehensive state planning effort to assure that the Appalachian Plan and the total state plan will achieve maximum coherence and combined effort.

Performs related work as required.

### KNOWLEDGES, SKILLS, AND ABILITIES:

Thorough knowledge and understanding of the provisions, objectives, and goals of the Economic Opportunity Act, the Appalachian Act, the Coastal Planes Regional Act, or other pertinent grant programs.

Thorough knowledge of the principles and practices of public and business administration, particularly as they relate to economic development.

Considerable knowledge of economic, social and technological needs in various areas of the state.

Ability to plan, coordinate, and direct, a statewide development program.

Ability to analyze situations accurately and to adopt an effective course of action.

Ability to coordinate the work of a professional and technical staff.

Ability to express ideas clearly and concisely, orally and in writing, and to speak effectively before large groups.

ACCEPTABLE TRAINING AND EXPERIENCE

Graduation from a four-year college or university with a degree in public administration, sociology, psychology, political science, or a related field; and six years of experience in administrative, consultative, or related work, two of which must have been in a supervisory capacity; or an equivalent combination of training and experience.