

Pay Group: B19

Class Code: 52

Permian Basin Regional Planning Commission

Job Vacancy Notice

Regional Disaster Economic Recovery Coordinator

JOB OVERVIEW:

Performs routine project management work under the direction of the Assistant Regional Services Director. Assist the Permian Basin Regional Planning Commission jurisdictions in the development and execution of the disaster recovery plans and programs relating to community and economic development, grant and contract management with government agencies and private consultants, and research for supplemental funding and grants for program activities. Performs research for supplemental funding sources and grants for program activities throughout the Permian Basin Regional Planning Commission 17-county region. Works with limited latitude for the use of initiative and independent judgment.

RESPONSIBILITIES AND DUTIES:

- Serve as a liaison in identifying potential resiliency, mitigation, and economic recovery projects in the disaster-impacted areas.
- Work with local stakeholders to identify and implement strategies for developing, modifying, and implementing local plans for economic recovery
- Assist communities in redeveloping local strategic plans to incorporate industry diversification tools for existing industries and businesses working to sustain jobs that are at risk of elimination and working with leadership in sustaining the local industry base
- Partner with local leadership to plan for expanding the broadband and public works infrastructure to attract new business prospects.
- Promote EDA CARES recovery program and identify other available resources for local recovery, serving as liaison for the local communities in accessing federal, state, and local funding for projects
- Conducts associated administrative work, including scheduling meetings and related work, as necessary on a daily basis.

QUALIFICATIONS:

Associates Degree from a college or university required. Bachelor's degree in Business Administration, Public Administration, or related field of study preferred. Combination of education and experience will be considered. Will consider current student for paid internship employment.

SKILLS:

Knowledge of project management practices applicable to limited-scope projects; of systems and procedures used to evaluate a third-party's vendor performance. Knowledge of local, state and federal laws and regulations relevant to the administration of public administration helpful.

Excellent verbal and written communication skills; excellent writing and research abilities; the ability to establish and maintain effective working relationships; the ability to multi-task and prioritize work; meet deadlines; analytical and critical thinking skills are needed; high level of customer service skills required; excellent interpersonal skills and ability to interact with all levels of staff, elected officials and the public. Must be willing to adhere to professional dress code.

Proven skill in project management, monitoring and in the operation of computers and applicable software.

Ability to exercise sound judgement in making critical decisions, to analyze complex information and develop plans to address identified issues, to demonstrate negotiation and facilitation skill, to identify project risks, to prepare reports and charts, to communicate effectively, and to coordinate the work of others.

Must be willing to travel to communities within the seventeen-county region of the Permian Basin to conduct business.

CERTIFICATES AND LICENSES REQUIRED:

Valid Texas driver's license and safe driving record with available means of transportation. Proof of liability insurance.

The position will be a temporary hire for a 1 to 1.5-year period.

CLOSING DATE: October 01, 2020, 5:00 pm

Please submit resume to:
Regional Services Department
Permian Basin Regional Planning Commission
P.O. Box 60660
Midland, Texas 79711-0660
Email: tmistrot@pbrpc.org
Fax: 432/561-5671
EEO/ADA