



Job Opportunity: Program Analyst - Infrastructure Specialist

Vacancy Announcement: ARC 10-2

Closing Date: August 13, 2010

Grade and Salary Range: NF-301-9/11/12(equivalent to GS-9/11/12); \$51,630- \$97,333

Agency Information: The Appalachian Regional Commission (ARC) is a small federal-state partnership that works with the residents of Appalachia to create opportunities for self-sustaining economic and community development and improved quality of life. The partnership is anchored by a Federal Co-Chair, appointed by the President and representing the interests of the administration and the governors of the thirteen member states, representing the interests of the Appalachian residents. The Commission awards grants and contracts from funds appropriated to the Commission annually by Congress that are matched with matching resources from the grantees and other partners. ARC focuses its resources on the most economically-distressed counties and areas within the 13-state Appalachian Region. Eligible activities include those involving education and training; physical infrastructure; civic capacity building and leadership development; entrepreneurship and business development; and health care. The Commission central office is located in northwest Washington, DC. It is comprised of approximately 60 technical and professional staff supporting grant-making, advocacy, and knowledge-building functions to assist the Appalachian Region. Most Commission employees are not federal employees and this position is not a federal position. However, a federal employee who transfers to this position will be able to keep their federal benefits. The Commission's administrative costs are shared equally by the federal government and the states.

Job Summary: This position is assigned to the Program Operations Division (POD) and reports to the Division Director. The incumbent of this position will be responsible for carrying out a broad range of activities related to the management of grants and projects, with particular emphasis on projects dealing with physical infrastructure. ARC has a long-established infrastructure program which makes construction grants exceeding \$25 million each year. The incumbent of this position will also be responsible for managing a smaller number of projects related to natural and water resource management, and development of brownfields.

Major Duties and Responsibilities: The incumbent will be responsible for managing grants and projects in infrastructure development and providing guidance to the Commission in his or her area of expertise. The grants management duties will include reviewing and monitoring a large portfolio of grants for construction and non-construction projects. In addition, the incumbent will provide liaison with Federal, State, and local constituents; and articulate strategies that focus on ARC's goals and objectives. The incumbent will help formulate ARC strategies, identify best practices, develop alliances

or partnerships with other organizations, implement and monitor model projects, and provide technical analysis to assure consistency with ARC planning and program development requirements. The incumbent will provide technical expertise to the Commission and the States and serve as a broker and advocate for programs that help implement ARC's Strategic Plan. As a grants management specialist, the incumbent must be able to work collaboratively with communities and states in project development, both programmatically and financially. The incumbent will be expected to make presentations at meetings and conferences from time to time, generally within the Appalachian Region, and to participate in the continuous process improvement efforts within the Program Operations Division and the agency as a whole.

Required Qualifications:

- Master's degree in an Economic Development field such as Regional/Urban Planning, Public Administration, or Environmental Science
- A minimum of two years of specialized experience that has provided the particular knowledge, skills, and abilities required to successfully perform the duties of this position. Examples of this kind of work would include experience in community economic development, with an emphasis on rural areas and an appreciation for barriers in rural areas and an ability to creatively pursue solutions suited to low-income rural areas.

Preferred Qualifications:

- Experience in some or all of the following areas: water/wastewater, building construction, site development, downtown/Main Street development, natural resource management, water resource management, and rural brownfields.
- Experience in grants management
- Excellent writing and oral communication skills.
- Ability to work independently as well as in teams and to manage multiple projects.

Other Requirements: U.S. Citizenship is required. Upon hiring, incumbent must successfully complete a federal background investigation.

Salary and Benefits: Pay will be commensurate with experience. This is not a federal position; however, if a federal employee is selected for this position and transfers without a break in service of more than three calendar days, he/she is entitled to continue his/her retirement, life and health insurance benefits, and leave entitlements. A non-federal selectee will be offered a comparable benefits package.

How to Apply:

Applicants should submit a resume or other form of application and a cover letter or separate statement addressing the qualifications shown above by email, fax or regular mail to:

Appalachian Regional Commission
Human Resources Office, Suite 700
1666 Connecticut Avenue, NW
Washington, DC 20009-1068
Email: hr@arc.gov
Fax : 202-884-7691.

ARC is an Equal Opportunity Employer. Selection for this - and any other - position will be based solely on merit. ARC does not discriminate on the basis of race, color, religion, sex, national origin, politics, marital status, sexual orientation, physical or mental disability, age or membership or non-membership in an employee organization.

