



neccog

ashford - brooklyn - canterbury - chaplin - eastford - hampton - killingly - plainfield
pomfret - putnam - scotland - sterling - thompson - union - voluntown - woodstock

Regional Program Specialist

Summary

Performs complex planning, research, consultative, technical and program administration work. Work involves developing local and regional plans or programs and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

Essential Duties

- Provides administrative and technical assistance to member towns in the areas of community planning, management, grants, and economic development;
- Collects, organizes and analyzes data required in the development of programs;
- Studies and analyzes operations and problems in the local government services field;
- Prepares proposals for grants and contracts related to local government services and assists local entities in the implementation of grants and contracts;
- Works with and speaks to community and professional groups and the media regarding NECCOG programs;
- As needed, by day or night, travels to towns, and agencies throughout the Region to provide information, technical assistance, planning assistance and project management services;
- Promotes ongoing region-wide communication and cooperation on matters of mutual concern;
- Maintains current knowledge of laws, regulations, assistance programs, and financing methods in a variety of subject areas;
- Assists with gathering and disseminating demographic and census information;
- Attends conferences, seminars, and workshops as needed;
- Prepares special reports and plans, and carries out special projects as assigned by the Executive Director, and;
- Performs such other related duties as may be assigned.

Required Knowledge, Skills and Abilities

- ▶ Knowledge of: local, state and federal laws and regulations relevant to principles and practices of public administration, local government management, community development, and other services provided by NECCOG.
- ▶ Skill/Ability to: coordinate program activities among numerous agencies, groups, and local governments; identify specific community needs and develop responsive programs; interpret and communicate to others relevant state and federal rules, regulations, and guidelines;
- ▶ Demonstrated proficiency in both oral and written communication; and establish and maintain effective working relationships with officials in local, state, and federal agencies, private sector and the general public.

Training and Experience

- ▶ Master's degree (preferred) in public administration, regional planning, or a related field - or bachelor's degree in public administration, regional planning, or a related field, plus at least two years of experience in community development

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Position requires prolonged sitting, reaching, twisting, bending and turning in the performance of daily activities. The position also requires repetitive keyboarding motion in the preparation of reports, correspondence and use of the computer. Additionally, the position requires near vision in reading reports and correspondence and using a computer. Hearing is required when communicating by phone and in person. The employee may occasionally lift and/or carry up to 25 pounds.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements or a contract for services. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the work load.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

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