



Job Opportunity Program Analyst [Infrastructure]

Vacancy Number 2018-15

Closing Date Open until authorized

Location Appalachian Regional Commission
1666 Connecticut Avenue, NW
Washington, DC 20009

Grade NF 9-13

About the Appalachian Regional Commission

The Appalachian Regional Commission (ARC) is an economic development agency of the federal government and 13 state governments focusing on 420 counties across the Appalachian Region. ARC’s mission is to innovate, partner, and invest to build community capacity and strengthen economic growth in Appalachia to help the Region achieve socioeconomic parity with the nation. www.arc.gov

Position Summary

This position applies Commission policies and procedures related to management of ARC grants implemented under the Appalachian Regional Development Act (ARDA), as amended. Assignments include reviewing projects largely related to physical infrastructure (water, sewer, etc.), broadband, downtown redevelopment, and natural/cultural infrastructure, initiated by the thirteen state partners and collaborating with federal and state administering agencies, Local Development Districts (LDDs), ARC grantees, and other community-based organizations throughout Appalachia. The position works collaboratively with Federal, State, and local constituents and communities, develops alliances or partnerships with other organizations, identifies best practices, and provides technical analysis to assure consistency with ARC planning and program development requirements. The position will also provide training and technical assistance to communities and potential applicants on developing strategic infrastructure-related investments.

Work is assigned primarily with a focus on strategic infrastructure initiatives and grants management, project development, and outreach related to the primary mission of ARC. This position reports to the Division Director and will work collaboratively with ARC team members.

Duties and Responsibilities

Program Development

Working in one or more regional issue areas, the incumbent provides coordination and advisory services to regional communities and groups on programs and industry standards and protocols.

For assigned area(s) of responsibility, incumbent coordinates activities that involve ARC, state governments, state ARC partners, private industry, philanthropic entities, federal agencies, and the general public. The work is accomplished by outreach to the affected communities and specific industries related to the assigned issue area.

As assigned, assists local parties in the development of projects that will encourage private and/or public investment in the ARC Region.

Provides information to local groups and potential grantees on the nature and process of ARC grant application and approval.

Assists in developing problem resolutions and recommendations on alternatives for delivery of services; reviews proposed solutions by comparing them to requirements of ARC, federal, and state regulations.

Communicates with federal agencies, states, Local Development Districts, grantees, and local agencies regarding project approval and policy questions. Researches requirements of state and federal programs.

As directed, provides technical support to other ARC staff, states, and organizations that may involve coordinating information or discussion for a variety of projects that may involve investment from multiple sources.

Participates in reviews of State ARC development plans, strategy statements and project applications for consistency with the ARDA, the ARC Code, ARC and Federal Guidelines and the ARC Investment Strategy. Provides technical assistance in areas of assigned responsibility and proposes innovative or alternative solutions to problems.

Grants Management

As assigned, reviews grant applications to assure consistency with agency guidelines, investment strategy, the ARDA and Code; assures projects are properly implemented if grant assistance is provided. Reviews grants for compatibility with ARC goals and for likely approval by federal and states' co-chairs.

Processes, reviews, analyzes, and evaluates grants/assistance applications, plans, and estimates. Reviews for compliance with all regulatory and legal requirements.

Administers grants and contracts funded by the Commission. Monitors Commission investments administered by other Federal and state agencies.

The incumbent is responsible for making progress payments, recording work activities, and reporting any situation that threatens the successful completion or financial integrity of the project.

Provides technical assistance, oversight, ethics advice, expertise, and consultation to program officials, awardees, review panels, applicants, and grant recipients, as directed.

Conducts segments of project and program evaluation, including monitoring and assessing awardee performance, and drafting performance measures.

The incumbent may be called upon to assist in preparation of special reports, budget materials, progress reports, respond to public inquiries, and assist with development of program policy and review process.

Travel within the Appalachian Region may be necessary to carry out the function of the position.

Other work responsibilities

The Director may assign special tasks, such as to assist in preparation of special program memoranda, project press releases, informational material, budget materials and response to public and

congressional inquiries. Some assignments may involve providing assistance in refining work, program policy and/or review processes.

Qualifications

- Ability to learn and apply:
 - laws, regulations, rules, policies, procedures, and methods governing the administration of Federal grants, cooperative agreements, and awards (i.e. grant management lifecycle)
 - grants management processes and techniques consistent with sound business and industry practices including ability to monitor and administer assigned grants and develop specialized agreements for grants
 - financial methods, procedures, and practices to assess the financial stability of recipient of Federal grants or cooperative agreements.
- 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.
- Experience in one or more of the following areas: broadband deployment, building construction, site development, downtown/Main Street development, natural resource management, water resource management, energy-related development, and brownfield development.
- Knowledge of telecom and broadband rules and regulations at the national (FCC) and states (PSC) levels including and understanding of the communications network and its evolution.
- Ability to work with existing service providers and create win/win scenarios for rural communities.
- Ability to facilitate diverse groups and individuals, including federal, state and local partners, to advance their goals in a consultative and collaborative manner.
- Ability to travel to meetings, conferences, and to provide technical assistance as required.
- Ability to work effectively under pressure
- Ability to apply effective interview skills
- Decision Making - ability to make sound, well-informed, and objective decisions.
- Problem Solving - identifies problems; determines accuracy and relevance of information; ability to generate and evaluate alternatives, and to make recommendations.
- Reasoning - identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.
- Writing - recognizes and uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical information that is appropriate for the intended audience. Skill in writing sufficient to communicate information to a variety of audiences.
- Planning and Evaluating - organizes work and independently sets priorities; determines process steps required to achieve results; monitors progress and evaluates outcomes.
- Project Management - knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance. Ability to effectively manage assignments.
- Adaptability - ability to accept and apply changes to work processes, information, team; recovers quickly from setbacks and finds alternative ways to reach goals or targets; navigates change through positive communications and supportive actions
- Communicating - selects appropriate and effective way to communicate to audiences in diverse situations; listens actively and asks questions to understand other perspectives or confirm

understanding; awareness of and responsive to verbal and non-verbal communication styles; provides status updates which reduce or eliminate the need for follow up from requestor. Skill in communicating orally sufficient to exchange information, explain requirements, etc.

- Collaboration - ability to interact and work effectively with others to accomplish goals despite differences, changes, roles or resources; treats others with respect, dignity, and professional courtesy; values the contributions of others through listening, sharing relevant information and considering new ideas; affirmatively shares lessons learned and relevant information. Ability to develop partnerships, especially with philanthropy/funding, community, and development organizations. Must be able to work collaboratively with communities and states in project development, both programmatically and financially.
- Critical Analysis - ability to identify, research, analyze, design, manage and communicate data and outcomes sufficiently to various audiences to accomplish work outcomes; develops, recommends, and/or implements innovative and effective approaches to solve problems. Ability to apply creative thinking
- Requirements Analysis - skill in applying principles and methods to identify and analyze requirements; includes skill in translating functional requirements into technical requirements used for logical design or presenting alternative technologies or approaches.
- Accountability - makes best use of resources to accomplish work priorities; takes responsibility of balancing quality with deadlines; takes appropriate action(s) to fulfill commitments to others; owns, acknowledges and corrects mistakes; immediately communicates updates and changes to others
- A Bachelor's Degree in related field is required. A Master's Degree in a related field is preferred.

Additional Requirements

- Prior to hire, the selectee must successfully complete and maintain a federal background investigation
- U.S. Citizenship
- Ability to travel (10-20%)

Salary and Benefits

ARC generally follows the General Schedule Salary Table of the Federal government. ARC's grade NF 9-13 is equivalent to the federal grade GS 9-13. 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 or she may be able to continue his or her retirement and life/health insurance benefits. A non-federal selectee will be offered a benefits package (including health, retirement, paid time off, commuting subsidy, etc.).

How to apply

Apply online at: <https://appalachianregionalcommission.applytojob.com/apply/HsQkYXN9NI/Program-Analyst-Infrastructure>

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, membership or non-membership in an employee organization, or other factor prohibited by law. ARC will provide reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact Allison Thiriez at 202.884.7712 or at athiriez@arc.gov