

## **JOB ANNOUNCEMENT**

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to create and deliver high-impact solutions that lead to prosperous lives and communities for all Oklahomans.

Qualified applicants must submit a resume, cover letter and a list of reference sources to Human Resources.

Send via email to [recruiter@okcommerce.gov](mailto:recruiter@okcommerce.gov)

Review of applications will begin immediately. **The deadline is Wednesday, January 16<sup>th</sup>, 2019.**

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**POSITION:** Programs Planner I  
**DIVISION:** Community Development  
**SUPERVISOR:** Rhonda Harding-Hill  
**JOB LOCATION:** Oklahoma City  
**SALARY:** \$45,000 - \$55,000  
**JOB NUMBER:** J-689

### **RESPONSIBILITIES:**

- Position is primarily responsible for the management and success of assigned state and federal programs funded through the Oklahoma Department of Commerce (ODOC).
- Develop Request for Proposals (RFP's) for eligible program activities.
- Develop policy and contractual language to meet program guidelines.
- Analyze program performance and determine training focus for improvement.
- Develop and maintain a program application process including application submission and review.
- Ensure relevant standards, processes, statutes and regulations are in compliance.
- Develop, manage and implement strategies for long-term program goals and high performance.
- Develop and manage risk assessment tools to determine capacity of applicants.
- Understand how different programs interlink and overlap.
- Work with ODOC teams to increase awareness of programs and their impact.
- Manage annual program appropriations, budgets and expenses.
- Gather internal and external feedback to evaluate the effectiveness of processes and procedures.
- Report on program performance to Legislative Staff, Division Director and Team Leaders.
- Develop industry and community partnerships.
- 5% - 10% of in-state and out-of-state travel is required.
- Perform other duties as assigned.

### **KNOWLEDGE AND SKILLS:**

Must have demonstrated leadership, communication, planning, and time management skills. The candidate will be conscientious with innovative thinking abilities. Knowledge of applicable federal and state laws pertaining to grants, general accounting knowledge, and the ability to balance and plan for competing demands while meeting deadlines.

### **EDUCATION AND EXPERIENCE:**

Successful completion of a bachelor's or higher degree in business, project management, finance, political science, sociology or related field.

**OR**

Five years professional-level experience in a related field. Preference may be given to candidates with project management and/or solicitation development experience.

**AA/EOE**