



Title: Program Specialist

Department: Place, Programs & Services

Business Unit: Federal Programs

Reports to: Director, Federal Programs

FLSA: Non-Exempt

Pay grade: 3

Last updated: 5/2024

Position Summary

Monitors and coordinates the Michigan Economic Development Corporation (MEDC) administrative processes for managing MEDC-specific programs. Interprets and applies State or Federal program guidelines; answers questions from communities, companies, consultants and developers; interprets plans and scenarios to determine the statutory effect on the project; compiles reports and applicable data; and prepares recommendations for approval by the Michigan Strategic Fund Board (MSF) or its designee as required.

Position Progression

Title	Pay Grade	FLSA
Program Specialist	3	Non-Exempt

Principal Duties and Responsibilities

These duties and responsibilities are judged to be "essential functions" in terms of the Americans with Disabilities Act or ADA. The below statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

Title	Principal Duties and Responsibilities
Program Specialist	<ul style="list-style-type: none"> Reviews various programmatic documents to ensure their completeness and compliance with both statutory and policy requirements. Prepares and reviews briefing memos and pre-approval letters for presentation to the MSF Fund Manager, Delegates of the MSF, or Michigan Strategic Fund Board. Reviews and processes milestone documents and disbursement requests for program grants and loans (e.g. CDBG, CARES, CDBG-DR, other federal programs as needed). Reviews, processes and prepares amendment requests for approvals and/or changes to previously approved projects. Prepares for meetings with project stakeholders by preparing materials and meeting invitations; records and distributes meeting notes. Conducts technical assistance visits with companies and local units of government to review procedures for collecting incentives.



- Prepares reports and other program data as requested by program management and other MEDC staff.
- Advises Director of non-compliant recipients (e.g. grantees, loan recipients, etc.) and provides recommendation for responsive action.
- Performs other related duties as assigned.

Supervisory Responsibilities:

There are no supervisory responsibilities.

Physical Demands:

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.

While performing the duties of this job, the employee frequently remains in a stationary position and operates or handles computers and office equipment, including copy machines and cell phones. The individual occasionally moves within the office to access files, retrieve supplies, and position related materials. The employee must be able to communicate information and ideas effectively to ensure understanding and facilitate the exchange of accurate information. The ability to perceive, process, and interpret information in various formats is required to perform essential job functions. This position requires occasional travel throughout the state of Michigan.

Work Environment:

The noise level in the work environment is usually moderate. In-office work is required for this position, in accordance with organizational work assignment policies.



Employment Qualifications

The qualifications listed below are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

Education:

Possession of a bachelor's degree from a four-year college or university in business administration or related field.

Experience:

Title	Experience
Program Specialist	Two to four years of related experience and/or training in economic development, contract administration and/or government administration (preferably including previous experience with one or more of the MEDC's Community Development programs), program/project underwriting and knowledge of contracts and property law or experience administering similar community development grant programs, business development grant programs, loan programs or tax credit programs; experience with word processing, spreadsheet, database, and calendaring software; or equivalent combination of education and experience.

Certificates, Licenses, or Registrations:

None required. Applicants with National Development Council (NDC) or International Economic Development Council (CEdC) certification preferred.

Other Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to read, analyze, and interpret technical journals, legal and contractual documents, and financial reports.
2. Ability to function with strong written and verbal communication skills.
3. Ability to write reports, business correspondence and procedure manuals.
4. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
5. Ability to define problems, collect data, establish facts and draw valid conclusions.
6. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.
7. Ability to grasp the industry/position-specific software with minimal training.