Employment Opportunity Announcement

The Apalachee Regional Planning Council, a governmental agency serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty and Wakulla counties and their municipalities, announces the following job opportunity:

Disaster Resiliency Coordinator / Revolving Loan Fund Manager

Position Description
The Apalachee Regional Planning Council (ARPC) is seeking a mid-level Urban and Regional Planner with 3-5 years of professional work experience to serve as the ARPC’s Disaster Resiliency Coordinator / Revolving Loan Fund (RLF) Manager. The incumbent will be primarily responsible for economic/business development though the management of the ARPC’s RLF. Prior lending experience is preferred but not required—on-the-job training will be provided. In addition to RLF management, this position will support short-term and long-term economic development planning activities throughout the nine-county Region. This position will focus on small business development and require liaising between private entities, local governments, and state and federal agencies as well as providing technical assistance to these entities. Overall, this position, in conjunction with other ARPC team members and regional partners, will work to enhance economic recovery from the COVID-19 pandemic and other recent disasters.

Background
The ARPC, a multi-purpose agency of the State of Florida, provides technical assistance in the areas of economic development, emergency planning, transportation and quality of life to meet the needs of our member local governments within the nine-county Region comprised of Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, and Wakulla counties and their municipalities. Given the diverse nature of the ARPC’s work, the incumbent will gain experience through diverse platforms related to a wide variety of local, regional, state, and federal activities.

Terms of Service
Start Date: October 1, 2020
Subject Area(s): Economic Development, Disaster Resiliency, Urban Planning, Grant and Loan Management
Hours per Week: Full-time
Starting Compensation: $50,000 - $60,000 D.O.Q.

Scope of Work
Under the direction of the Executive Director, the incumbent will have the following primary responsibilities:
I. Administer the Region’s Revolving Loan Fund.

II. Provide short-term and long-term economic development planning and coordination to develop or update a disaster recovery and resiliency economic development plan, focused on pandemic recovery and resiliency, consistent with the approved Comprehensive Economic Development Strategy (CEDS), which the ARPC maintains.

III. Serve as a liaison to identify potential resiliency, mitigation and/or economic recovery projects. Elements include:
   a. Implement economic recovery and resilience plans with the goal of rebuilding resilient and sustainable communities throughout the organization’s region;
   b. Assist in local, state, and federally led coronavirus recovery planning efforts among the most highly impacted communities;
   c. Help identify economic development grant-eligible projects with state and federal resources for locally impacted communities to ensure these entities take full advantage of available funding opportunities;
   d. Identify and foster private and non-profit partnership opportunities;
   e. Serve as a liaison between local, state, and federal partners in order to speed the recovery process through strategic technical assistance and local capacity augmentation for the highly impacted communities within the organization’s jurisdiction; and
   f. Facilitate the implementation of locally generated disaster recovery economic development projects developed as part of the CEDS or CEDS-aligned economic recovery and resilience plan.

IV. Provide technical assistance and capacity-building for member organizations, local businesses, and other regional stakeholders impacted by coronavirus; and/or

V. Seek and develop new grant opportunities to continue to grow the ARPC Economic Development/Resiliency Planning Program.

VI. Other duties as required.

Essential Physical Skills
I. Use of both hands and fingers with dexterity.
II. Very frequent use of good near vision, good hearing.
III. Occasional walking and frequent standing.
IV. Ability to lift 30 pounds.
V. Must be capable of driving a vehicle continuously for two or more hours.

Environmental Condition Requirements
I. Work inside the office in a sedentary posture as well as travel to meetings at various locations outside of the office.
II. Occasionally attend meetings outside of normal working hours and outside of the local area.

Education
I. Minimum Requirement: Bachelor’s degree in Planning, Business, or a related field
II. Preferred: Master’s degree in Planning, Business, or a related field
Experience and Abilities

I. A minimum of three to five years’ experience in Urban and Regional Planning, Small Business Development, or a related field (preferred experience in economic development)
II. Strong writing and communication skills
III. Ability to develop economic recovery/resiliency planning documents
IV. Experience with Economic Development grant opportunities and grant administration
V. Proficiency in Microsoft Office Suite

License, Certification or Registration

I. Must have a valid driver’s license or be able to secure a valid driver’s license at the time of employment within this classification
II. Preferred: AICP and any additional accreditations

The ARPC is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the ARPC provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. ARPC is a Drug Free & Tobacco Free Workplace.

Candidates

The ARPC asks that candidates interested in this opportunity provide a résumé or CV as well as a short description of their experience and ability to meet the needs of the Scope of Work, which should be transmitted electronically to:

Kwentin Eastberg
Planning Manager
KEastberg@arpc.org