



PROGRAM SPECIALIST

The Mid-Ohio Regional Planning Commission (MORPC) has a full-time program specialist position available in the Energy & Air Quality department. This individual would perform a variety of complex programmatic and administrative duties. This individual would support and assist the staff and the Director of Energy & Air Quality department in all aspects of the day-to-day operations including project monitoring and program implementation. This person must also conduct themselves with a high level of professionalism when working with the public, immediate supervisor, coworkers, and public officials.

Examples of Work:

- Provides program assistance for weatherization, air quality, and housing programs administered by the department. The successful candidate will:
 - Exhibit a high level of proficiency and professionalism in dealing with the public and staff,
 - Serve as coordinator of departmental activities,
 - Serve as a resource person to coordinate and convey agency information to departmental staff as directed,
 - Respond to telephone, electronic, and written requests for information about department and agency program or resources.
 - Completes, review and route contracts and agreements for internal and external review and approval,
 - Assist in development and submission of applications for funding,
 - Provide support for and during meetings and committees, including scheduling, coordinating materials, taking minutes and making other arrangements as necessary to assist program staff,
 - Assist in preparing and ordering educational and marketing materials for department programs,
 - Serve as a resource person to coordinate and convey agency information to departmental staff as directed, and
 - Serve on MORPC communications and diversity teams and represent department on other agency teams as assigned.
- Serves as administrative assistant to the Director of Energy & Air Quality and provides a professional level of administrative support to department staff. The successful candidate will:
 - Create and maintain filing and records retention procedures,
 - Schedule meetings and make appointments through Microsoft Outlook,
 - Ensure all correspondence, proposals, memos, etc., meet MORPC's standards as outlined in the agency *Style Guide*,
 - Prepare resolutions for MORPC Executive Committee and Commission meetings
 - Handle program fiscal related tasks in coordination with the MORPC Finance Department to include monitoring program financial reports, tracking purchase orders, requisitions, preparing program invoices to receive funding, and maintaining databases of all department contracts and agreements,

- Prepare travel requests for staff and make arrangements and reservations,
- Register staff for meetings and training events, and
- Perform other miscellaneous administrative and departmental tasks as requested such as minutes of meetings, drafts of departmental reports, office procedure manuals, etc.
- Serves as program liaison on fiscal related matters of the department, which includes:
 - Monitors fiscal reporting to ensure compliance and timeliness of payments for program expenses in coordination with program staff,
 - Prepares and coordinates billing invoices for funders to receive grant or revenue funding,
 - Prepares and tracks purchase requisitions and notices of purchase for departmental purchases,
 - Maintains databases of all department agreements and contracts.
 - Supports procurement of program services through proper bidding procedures, such as Request for Proposals, in accordance with agency and program requirements, and
 - Prepares bid packages and loan and/or grant commitment documents for homeowners receiving home repair services, coordinates with home repair contractors and other similar tasks,
 - Assists the Director in supportive services to the Joint Columbus and Franklin County Housing Advisory Board (HAB). Working in coordination with the Director, the successful candidate will
 - prepare reports for funders and board members
 - monitor projects reviewed by the HAB
 - review applications and prepare project criteria summaries
 - schedule and coordinate meeting materials and presentations
 - take and record minutes
 - ensure that correct procedures are followed to meet Ohio public meeting requirements
 - maintain membership roster and work with the City of Columbus and Franklin County to identify appointments to the fill vacant seats
 - Participates in special projects and agency activities as requested.

The optimal candidate must have practical knowledge of Windows, Word, Access, Excel and PowerPoint. Thorough knowledge of office procedures and practices and an accurate typing speed of 75-80 wpm are required.

High school diploma or equivalent, plus 8-10 years of administrative/office manager experience required. An associate degree may be substituted for up to 2 years of required experience. Experience must also include 2 years working directly with an executive or department director equivalent. Experience working for a non-profit, housing agency or government entity is a plus.

MORPC is an EOE/AAP employer. Please send resume to or complete an application at MORPC, ATTN: E&Q-1-16, 111 Liberty St., Suite 100, Columbus, OH 43215 or email tclifton@morpc.org. You may also visit our website at www.morpc.org for more details.