
MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

TITLE: PROGRAM SPECIALIST

FLSA: 3-NON-EXEMPT/4-EXEMPT

REPORTS TO: VARIES

UPDATED: FEBRUARY 2024

PAY GRADE: 3/4

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.

PRINCIPAL DUTIES AND RESPONSIBILITIES

(These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA)

- ↵ 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. ARPA, CDBG, CARES, CDBG DR).
- ↵ 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 manager of non-compliant recipients (e.g. grantees, loan recipients, etc.) and provides recommendation for responsive action.
- ↵ Performs other related duties as directed.

The above 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.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION: This position requires a bachelor's degree from a four-year college or university in business administration or related field.

EXPERIENCE:

Program Specialist – Pay Grade 3: This position requires a minimum of 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/federally funded 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.

Senior Program Specialist – Pay Grade 4: Three to five years of related experience. Consideration given for the Senior Program Specialist if candidate has demonstrated ability and/or experience in the following: serving as a resource in the development and implementation of training to junior level staff, assist in the training and development of newly hired staff and existing staff; acting proactively as a primary point of contact for other staff and existing grantees/credit recipients in regard to the specialty area and incentive program for both community and business development as required; specializing in one or more compliance area (e.g. – Environmental Review (NEPA), Brownfield, MCRP, etc.), being the subject matter expert for the organization; demonstrated ability to make independent decisions that are sound and defensible; demonstrated ability to design, draft, present and implement team/organizational wide changes to policy or process; demonstrated ability to handle multi-incented projects with minimal direction from management; and ability to read, research, and understand legislation, rules and legal documents and interpret to interested parties.

SUPERVISORY RESPONSIBILITIES: No supervisory responsibilities.

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.)

REQUIRED:

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.

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 is regularly required to sit, use hands to finger, handle, or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers. The job requires occasional travel throughout the State of Michigan, including the Upper Peninsula.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.

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