

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2010	2011	2012	2013	2014
Capital Expenditures	_____	_____	_____	_____	_____
Expenditure	_____	_____	_____	_____	_____
Operating Cost	<u>\$ 39,931</u>	<u>\$ 79,862</u>	<u>\$ 79,862</u>	_____	_____
External Revenue	<u>(\$ 39,931)</u>	<u>(\$ 79,862)</u>	<u>(\$ 79,862)</u>	_____	_____
Program Income (PBC)	_____	_____	_____	_____	_____
In-Kind Match (PBC)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	_____	_____
# ADDITIONAL FTE POSITIONS	_____	_____	_____	_____	_____
(Cumulative)	<u>1</u>	_____	_____	_____	_____

Is Item Included In Current Budget? Yes No

Fund 1541 Dept. 764 Unit 2102 Object Various


B. Recommended Sources of Funds/Summary of Fiscal Impact:

Appropriation of these funds will provide 2 1/2 years (\$79,862/yr) in EECBG funds to be used to fund the salary and benefits of this one (1) time limited position, namely, an Economic Development Specialist (pay grade 35). Net fiscal impact is included in the EECBG Administration allocation through the performance period of the project activities, August 31, 2009 – August 30, 2012.

C. Departmental Fiscal Review: _____

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

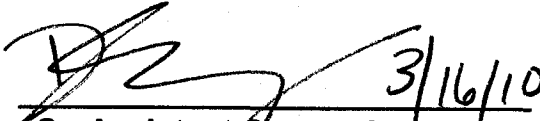


 OFMB
 (110)
 3/15/2010
 3/12/10



 Contract Development and Control
 3/15/10

B. Legal Sufficiency:



 Sr. Assistant County Attorney
 3/16/10

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment.

**PALM BEACH COUNTY
POSITION DESCRIPTION**

Non Bargaining Unit

POSITION # 8382

SPEC# 00425

GRADE 35

DEPARTMENT/DIVISION Office of Economic Development / Office of Economic Development

POSITION TITLE: ECONOMIC DEVELOPMENT (ENERGY) SPECIALIST

LOCATION: Palm Beach County

ECONOMIC DEVELOPMENT SPECIALIST

A. Overall Job function (Summary of the Position):

JOB DESCRIPTION FOR ECONOMIC DEVELOPMENT SPECIALIST
(DEPARTMENT OF ENERGY EECBG FUNDS)

NATURE OF WORK:

The Economic Development Specialist will provide direct assistance to Palm Beach County's (PBC) internal departments, local businesses and other governmental entities for project activities relating to sustainability issues and specifically program activities critical to the implementation of the U.S. Dept. of Energy's (DOE) Energy Efficiency and Conservation Block Grant (EECBG) Program. The EDO Specialist position will provide team assistance as well as have independent work activities. The EDO Specialist will ensure that businesses and government entities receiving DOE assistance comply with all federal and county requirements and guidelines which are required by the funding sources. These include, but are not limited to: tracking number of jobs created/retained, measuring energy savings, tracking of expenditures to ensure that all expenditures will be for eligible items. The EDO Specialist exercises relatively independent judgment and should possess extensive knowledge of project and program planning, development and implementation including those focusing on economic vitality in public-private partnerships. The EDO Specialist should be capable of implementing a multimedia educational program for public outreach on the County's energy efficiency strategies and activities, along with the ability to identify future energy funding and grant opportunities. The Economic Development Specialist should also possess the ability and experience to effectively monitor an economic development program to ensure that businesses and local governmental organizations are in compliance with the standards established by the Federal government under the EECBG Program and by the County.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

Must have project management, program planning, development and implementation skills.

Ability to collaborate and work with local educational institutions, local governmental entities, businesses and the general public.

Working knowledgeable of multi-media production including project development, script writing, interviewing, editing and wide range distribution of the final product.

Working knowledge of sustainability, energy and climate change issues.

Ability to prepare reporting documents related to Federal Programs, along with those directed towards County stakeholders and the general public.

Highly proficient computer skills including Microsoft Office, web-based research tools and on-line databases and reporting systems.

Experience in grant writing, management and reporting and identification of on-going funding sources.

B. Specific Job Functions/Duties:

ESSENTIAL FUNCTIONS (FUNDAMENTAL JOB DUTIES)	FREQUENCY/ DURATION	CRITICALITY
Assures compliance with all Federal, State, and Local regulations regarding procedures and contractual obligations.	4/1	4
Consults with businesses, departments and partners to resolve problems and discuss effectiveness of programs.	4/1	4
Ensure that all required DOE compliances and reporting mandates are properly met and ensure transparency.	4/1	4
Continually evaluate and monitor programs and program participation and compliance.	4/1	4
Develop project and program plans and monitor the implementation of such.	4/1	4
Seek out, write, manage and report on future grant and funding opportunities.	4/1	4
Write, edit and final distribution of reports and public documents.	4/1	4
Develop a multimedia public education program and final product.	4/1	4

MARGINAL FUNCTIONS (FUNDAMENTAL JOB DUTIES)	FREQUENCY/ DURATION	CRITICALITY
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Site visits	4/1	4
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C. List any machines, tools, equipment, electronic devices, and software Used:

Computer, adding machine, copier, Microsoft Office Suite

D. Physical Activity:

PHYSICAL ACTIVITY (FUNDAMENTAL JOB DUTIES)	FREQUENCY/ DURATION	CRITICALITY
Able to operate keyboards	4/4	4
Handle phone conversations	4/4	4
Perform site visits	4/4	4

E. Physical Requirements:

Normal office activities

F. Working Conditions:

The worker will drive to meetings/sites in and out of the office.

G. Terms & Conditions:

Monday – Friday, 8:00 am – 5:00 pm

H. Weight Lifting Requirements:

Items lifted: normal – office supplies.

Weight: 10.00

I. Driver's License Requirement:

License Class: E

Vehicle Description: Personal vehicle for meetings.

Endorsements:

J. Supervisory Responsibilities:

Supervisor Indicator: N

Leadership Indicator: N

This position supervises following employees

Employee Name	Position #	Job Title
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K. Emergency or Pre-Disaster/Disaster Requirement:

N/A

L. Minimum Entrance Requirements: (Include necessary certificate, licenses, registrations, etc.)

Graduation from an accredited college or university with a Bachelor's Degree in Business/Public Administration, Marketing, Economics, Urban/Regional Planning/Affairs, Architecture or a related field; three (3) years of professional experience in marketing, economic revitalization, economic planning and/or technology park or university research alliances, or an equivalent combination of related training and experience.

M. Necessary Special Requirements:

Extensive knowledge of U.S. Dept. of Energy's Energy Efficiency and Conservation Block Grant Program.

Must have project management, program planning, development and implementation skills.

Ability to collaborate and work with local educational institutions, local governmental entities, businesses and the general public.

Highly proficient computer skills including Microsoft Office, web-based research tools and on-line databases, and reporting systems.

Ability to implement a multi-media production for public outreach.

N. Preferred Qualifications:

Extensive knowledge of U.S. Dept. of Energy's Energy Efficiency and Conservation Block Grant Program.

Ability to collaborate and work with local educational institutions, local governmental entities, businesses and the general public.

Must have project management, program planning, development and implementation skills.

Ability to implement a multi-media production including project development, script writing, interviewing, editing, ad wide range distribution of the final product.

Masters Degree