Agenda Item #:

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

6A-1

AGENDA ITEM SUMMARY

Meeting Date: March 23, 2010		[] Consent [] Workshop	[X] Regular [] Public Hearing
Department: Submitted By: Submitted For:	County Administration County Administration Office of Economic Dev	elopment	·
	I. EXECU	ITIVE BRIEF	
Development (EDO	rgy) Specialist position () to terminate upon the exl	pay grade 35) wit naustion of Federal	creation of a one (1) Economic thin the Office of Economic funds appropriated under the eral or State grant funding is
approved by the Bo approved is require of Federal funds Conservation Block review of the BCC Development Speci reporting requireme Administrative cost appropriated under	pard of County Commission of to assist in the administrated under the Eappropriated under the Eappropriated projects alists would be appropriated ents. Sufficient funding for the Department of Energy of the County of the County of the County of C	ners (BCC) on Dece tion of the grant to F Department of Ene in the amount of \$6,5 s, it has been deter e for project manage his position is provid minate upon the e on August 30, 2012,	ergy) Specialist position was ember 15, 2009. The position Palm Beach County as a result rgy's Energy Efficiency and 587,600. After comprehensive mined that two (2) Economic ment and to fulfill the Federal led through the EECBG Grant's exhaustion of Federal funds unless other Federal or State no local match. Countywide
include: ensuring the assistance through guidelines; trackin review of invoices; implementing multir and grant opportunitotaling \$437,600 v	rgy) Specialist under this on the businesses and govern Palm Beach County compounds of jobs created/measuring energy saving the energy to continue the energy as budgeted under the Electrical programatics to continue the energy as budgeted under the Electrical programatics to continue the energy as budgeted under the Electrical programatics to continue the energy as budgeted under the Electrical programatics.	grant and any other nmental entities rec ply with all federal a retained; preparing gs; tracking of exp for public outreach; efficiency and conse ECBG award to cove	undertaken by the Economic subsequent grants received reiving Department of Energy and county requirements and and monitoring of contracts; penditures for eligible items; and identifying future funding ervation activities. An amount er three (3) years of program is sociated with the position.
Attachments: 1. Job D	escription (Economic Deve	elopment Specialist	– Grade 35)
Recommended by:	Economic Develop	ment Director	
Approved by:	Assistant Jounty A	Ba.	3 -/6 -20/0 Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary	of Fiscal Impac	ct:				
Fiscal Years Capital Expenditures Expenditure	2010	2011	2012	2013	2014	
Operating Cost	\$39,931	\$ 79,862	\$ 79,862			
External Revenue Program Income (PBC) In-Kind Match (PBC)	(\$.39,931)	<u>(\$79,862)</u> ———	(\$79,862)	···		
NET FISCAL IMPACT # ADDITIONAL FTE POSITIONS (Cumulative)	\$ <u>0</u>	\$ 0	\$ 0			
Is Item Included In Currer	nt Budget? Y	es_X_ N	0			
Fund <u>1541</u> Dept.	<u>764</u> Uni	it <u>2102</u> OI	bject <u>Various</u>	<u>}</u>		
Appropriation of these funto fund the salary and be Development Specialist Administration allocation to August 30, 2012. C. Departmental Fiscal	ds will provide enefits of this (pay grade 3 hrough the per	212 year one (1) time (5). Net fis	rs (\$79,862/yr) e limited posi scal impact is	in EECBG to tion, namely included	/, an Econd in the EEC	omic CBG
		EVIEW COM				
A. OFMB Fiscal and/or	Contract Admi	inistration C	Contract De) Jues velopment	bu 3))	<i>5/10</i>
B. Legal Sufficiency:						
Sr. Assistant County	3/16/10 Attorney					•
C. Other Department Re	view:					
Department Directo	r					

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 publicprivate 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)	FREQUI DUR/	ENCY/ ATION	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	FREQUENCY/ DURATION	•	CRITICALITY
(FUNDAMENTAL JOB DUTIES) Site visits	,	4/1	4

C. List any machines, tools, equipment, electronic devices, and software Used: Computer, adding machine, copier, Microsoft Office Suite

D. Physical Activity:	FREQUENCY/ DURATION	CRITICALITY
PHYSICAL ACTIVITY		
(FUNDAMENTAL JOB DUTIES)		
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

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