



**PULASKI
COUNTY**

PULASKI COUNTY

invites applications from current County Employees and the
General Public for the position of:

BROWNFIELD GRANT ADMINISTRATOR

Department: Community Services
Starting Salary Range: \$40,433 – 46,818
Position Number: 001
FLSA Status: Non-Exempt position, eligible for overtime
Safety Sensitive Designation: This position is not designated as safety sensitive and is not subject to random drug and alcohol screening.
Opening Date: 3/08/21 **Closing Date:** 3/19/21 at 5:00 PM

JOB SUMMARY:

Responsible for administration of United States Environmental Protection Agency (EPA) grants involving the assessment and remediation of Brownfield areas; coordinates developer and community participation in environmental redevelopment projects according to EPA guidelines and regulations; development and implementation of marketing strategies for participation in environmental assessments, and a revolving loan fund program made available through EPA Brownfield Grants.

ESSENTIAL JOB FUNCTIONS:

- Develops and implements guidelines, policies, and procedures for program development ensuring compliance with EPA requirements.
- Reviews requests from developers/land owners to participate in a Brownfield study within the EPA grant.
- Coordinates program activity with program consultants, land owners, and technical staff.
- Develops and monitors budgets for program activities; reviews and approves grant expenditures.
- Prepares documentation for submittal of project data to the EPA.
- Prepares reports pertinent to assigned program activities.
- Acts as a liaison between developers, environmental consultants, attorneys, and the public for questions concerning program activities.
- Reviews consultant's plans and proposals to ensure compliance with grant stipulations.
- Maintains grant files in preparation for annual audit; ensures recordkeeping is in compliance with auditing standards and relevant grant, state, and federal guidelines.
- Ensures the completion of all necessary documentation for revolving loan applications.
- Provides administrative support for the loan committee with their review and approval of loan applications.
- Prepares informational flyers and brochures to inform community of the program and the related processes and procedures.
- Reviews historical data concerning site usage.
- Prepares contracts for environmental consultants including all EPA requirements and Federal, State, and County purchasing regulations.
- Assists in preparation of qualifications needed for Requests for Qualifications used for selection of environmental consultant.
- Develops and implements educational and promotional tools to inform the community about Brownfield activities including contamination assessment and cleanup and reuse of Brownfield sites.

- Develops outreach plan to educate community concerning low-interest revolving loans available for eligible environmental cleanup projects; discusses with developers, land owners, non-profit agencies, and governmental officials.
- Makes presentations at various community functions, agencies, and organizations to promote Brownfield activities with emphasis on the revolving loan program and to explain the processes involved with loan applications.
- Explains the benefits of Brownfield activities and the impact of such projects on human health, environment, and economic development to potential project participants; informs participants of the requirements and application procedure for the low-interest loan.
- Meets with community members when a cleanup project is approved to explain work involved and impact to community.
- Develops flyers, brochures and informational material concerning the revolving loan fund for distribution in community.
- Markets all EPA grants to provide information and opportunity to access funds.
- Assists community with identification of environmental and economic goals, methods of achieving those goals, and challenges to address.
- Researches and write EPA grant proposals.
- Works with the County Attorney's Office on program loan negotiations.
- Performs other related duties as required.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Develops and implements guidelines, policies, and procedures for program development ensuring compliance with EPA requirements.
- Reviews requests from developers/land owners to participate in a Brownfield study within the EPA grant.
- Coordinates program activity with program consultants, land owners, and technical staff.
- Develops and monitors budgets for program activities; reviews and approves grant expenditures.
- Prepares documentation for submittal of project data to the EPA.
- Prepares reports pertinent to assigned program activities.
- Acts as a liaison between developers, environmental consultants, attorneys, and the public for questions concerning program activities.
- Reviews consultant's plans and proposals to ensure compliance with grant stipulations.
- Maintains grant files in preparation for annual audit; ensures recordkeeping is in compliance with auditing standards and relevant grant, state, and federal guidelines.
- Ensures the completion of all necessary documentation for revolving loan applications.
- Provides administrative support for the loan committee with their review and approval of loan applications.
- Prepares informational flyers and brochures to inform community of the program and the related processes and procedures.
- Reviews historical data concerning site usage.
- Prepares contracts for environmental consultants including all EPA requirements and Federal, State, and County purchasing regulations.
- Assists in preparation of qualifications needed for Requests for Qualifications used for selection of environmental consultant.
- Develops and implements educational and promotional tools to inform the community about Brownfield activities including contamination assessment and cleanup and reuse of Brownfield sites.

Please Note: Applications will not be accepted after the close date. A selection will not be made until the close date and the selecting official has received all applications.

March 8, 2021

068-21

- Develops outreach plan to educate community concerning low-interest revolving loans available for eligible environmental cleanup projects; discusses with developers, land owners, non-profit agencies, and governmental officials.
- Makes presentations at various community functions, agencies, and organizations to promote Brownfield activities with emphasis on the revolving loan program and to explain the processes involved with loan applications.
- Explains the benefits of Brownfield activities and the impact of such projects on human health, environment, and economic development to potential project participants; informs participants of the requirements and application procedure for the low-interest loan.
- Meets with community members when a cleanup project is approved to explain work involved and impact to community.
- Develops flyers, brochures and informational material concerning the revolving loan fund for distribution in community.
- Markets all EPA grants to provide information and opportunity to access funds.
- Assists community with identification of environmental and economic goals, methods of achieving those goals, and challenges to address.
- Researches and write EPA grant proposals.
- Works with the County Attorney’s Office on program loan negotiations.
- Performs other related duties as required.

PERSONNEL SUPERVISED:

Provides supervision to one Brownfield Marketing Specialist.

PHYSICAL REQUIREMENTS:

Ability to effectively communicate orally.

Digital dexterity necessary to operate a keyboard.

Visual acuity needed for use of the computer monitor and inspection of Brownfield project sites.

WORKING CONDITIONS:

Work is primarily performed in a smoking restricted office environment. Occasional trips within the community to Brownfield project sites are required

MINIMUM QUALIFICATIONS:

Completion of a bachelor’s degree in Business, Public Administration, Environmental Science, or a related field; considerable work experience in Grants Administration, environmental development, project administration, or a related field; or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

ADDITIONAL REQUIREMENTS:

Must possess or be able to immediately obtain a valid Arkansas Driver’s License.

Employment is contingent upon satisfactory completion of a criminal background check.

PREFERENCES:

US EPA Quality Assurance Manager Certification.

Economic Development Experience

***Please Note:** Applications will not be accepted after the close date. A selection will not be made until the close date and the selecting official has received all applications.*

March 8, 2021

068-21

APPLICATION REQUIREMENTS:

Applications must be filed online at www.pulaskicounty.net.

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please send an email to humanresources@pulaskicounty.net or call (501) 340-6110.

***Please Note:** Applications will not be accepted after the close date. A selection will not be made until the close date and the selecting official has received all applications.*

March 8, 2021

068-21