



**APPALACHIAN  
REGIONAL  
COMMISSION**

*A Proud Past,  
A New Vision*

**Job Opportunity:** Program Analyst - Infrastructure and Energy Efficiency

**Vacancy Announcement:** ARC 09-01

**Grade and Salary Range:** NF-13/14(equivalent to GS-13/14); \$ 86,927 - \$133,543

The Appalachian Regional Commission (ARC) is a quasi-federal partnership agency providing advocacy and grants to support community and economic development in Appalachia, a 13-state region. The Commission is a very small organization consisting of a federal co-chair and the governors of the member states, with a staff of approximately 60, most of whom are not federal employees. This position is not a federal government position.

### **Job Summary**

This position is assigned to the Program Operations Division (POD) and reports to the Division Director. The incumbent of this position will be responsible for carrying out a broad range of activities related to the management of grants and projects, with particular emphasis on projects dealing with physical infrastructure and energy efficiency. ARC has a long-established infrastructure program which makes construction grants exceeding \$25 million each year. The incumbent of this position will be instrumental in developing green infrastructure programs.

### **Major Duties and Responsibilities**

The incumbent will be responsible for managing grants and projects in infrastructure development and energy efficiency, and providing guidance to the Commission in his or her area of expertise. The grants management duties will include reviewing and monitoring a large portfolio of grants for construction and non-construction projects. In addition, the incumbent will provide liaison with Federal, State, and local constituents; and articulate strategies that focus on ARC's goals and objectives. The incumbent will help formulate ARC strategies, identify best practices, develop alliances or partnerships with other organizations, implement and monitor model projects, and provide technical analysis to assure consistency with ARC planning and program development requirements. The incumbent will provide technical expertise to the Commission and the States and serve as a broker and advocate for programs that help implement ARC's Strategic Plan. As a grants management expert, the incumbent must be able to work collaboratively with communities and states in project development, both programmatically and financially. The incumbent will be expected to make presentations at meetings and conferences from time to time, generally within the Appalachian Region, and to participate in the continuous process improvement efforts within the Program Operations Division and the agency as a whole.

### **Qualifications Required**

The candidate should have a strong background in community economic development, with appreciation for barriers in rural communities; ability to creatively pursue solutions suited to low-income rural areas; and an understanding that an energy efficient infrastructure is a prime building block of rural economic development. The ideal candidate will have experience in some or all of the following areas: water/wastewater, building construction, site development, telecommunications and energy. Particular interest will be given to candidates with experience in energy efficient environmental infrastructure. The candidate will be expected to have excellent writing and oral communication skills, the ability to work independently as well as in teams and to manage multiple projects.

**Mandatory Requirements:**

- Master's degree in an Economic Development field such as Regional/Urban Planning, Public Administration, Environmental Science, Engineering, or energy-related fields.
- Success in completing a federal background investigation;
- United States citizenship.

**Salary and Benefits:**

Pay will be commensurate with experience. This is not a federal position; however, if a federal employee is selected for this position and transfers without a break in service of more than three calendar days, he/she is entitled to continue his/her retirement, life and health insurance benefits, and leave entitlements. A non-federal selectee will be offered a comparable benefits package.

**How to Apply:**

Applicants should submit a resume or other form of application and a cover letter or separate statement addressing the qualifications shown above to:

Appalachian Regional Commission  
Human Resources Office, Suite 700  
1666 Connecticut Avenue, NW  
Washington, DC 20009-1068

You may also e-mail your application to [hr@arc.gov](mailto:hr@arc.gov) or fax your application to 202-884-7691. Applications must be received by the closing date.

**Closing Date: September 14, 2009**