

## **Delta Regional Authority JOB DESCRIPTION**

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**Job Title:** SEDAP Manager

**Position Summary:** The SEDAP (States' Economic Development Assistance Program) Manager is directly responsible for project development and program management activities including, but not limited to: coordination with DRA staff, Local Development Districts (LDD), other federal agencies, and award recipients as required. The incumbent provides technical assistance to regional stakeholders, potential applicants, award recipients, LDDs for initial project development and subsequent project administration. Awards and project file management oversight are key elements to this position.

Within the office, and as directed by the Director of Project Development & Management, the incumbent shall work in coordination with Project Managers and Project Monitors to efficiently balance the workflow of the department. The incumbent is responsible for assisting the Director of Project Development & Management in all phases of project initiation and project-management activities, including coordination with State DRA representatives, federal agencies, LDDs, and award recipients and any other agency seeking DRA funding.

As deemed appropriate by, and at the direction of the Director of Project Development & Management, the incumbent will assist the Director to provide technical assistance to the eight Delta Regional Authority states in planning and program implementation, identify common impediments to the achievement of regional and state goals and objectives, as they relate to the SEDAP program.

**Supervisory Control:** The position reports directly to the Director of Project Development & Management. The incumbent will be relied upon to handle long-range assignments, as well as, day-to-day operations.

**Supervision Exercised:** None at this time

**Qualifications:**

- Education - A minimum of a Bachelor's Degree from a four-year accredited college or University in public administration, business management, planning or related field.
- Experience - Three (3) years of experience. Duties pertaining to application/project development, funding program management, application review and program implementation highly recommended.

**Wage Rate:** Salary is based upon salary history, education and experience.

**Duties and Responsibilities:**

- The SEDAP Manager is responsible for working with other DRA staff to assist in administering the States' Economic Development Assistance Program (SEDAP), which will include providing the review of submitted applications and various project related requests. This includes but is not limited to post-award actions; tracking

awards administered by other federal agencies and DRA-administered awards; communicating regularly with other agencies to assure timely use of federal funds; compliance with award conditions; timely closeout and prompt recovery of appropriated funds;

- Establishing and fostering collaborative relationships; providing technical assistance to the eight DRA states as it pertains to SEDAP funding opportunities and other DRA funded initiatives; providing outreach services to groups and constituencies as it pertains to SEDAP funding opportunities and other DRA initiatives; providing project development by facilitating meetings and relationships with and between key players;
- Maintaining project folders to ensure compliance with audit standards, which includes coordination with LDDs, DRA staff and audit team members;
- Managing the day-to-day activities of the SEDAP program to include but not be limited to processing pay requests; reviewing change of scope requests and quarterly reports; preparing and submitting similar documentation for DRA projects;
- At the direction of the Director of Project Development & Management, provide technical assistance to the states on plans and annual strategy statements, review of such plans to allow the Director to make recommendations to the Authority, as well as on individual projects. In so doing this position maintains continuing relationships with personnel of other federal agencies as well as a working knowledge of the individual agency program requirements and congressional changes.
- While the Director of Project Development & Management is directly responsible for the SEDAP program, the incumbent will assist the Director in establishing collaborative relationships and cooperative agreements with non-profit organizations and private-sector groups, promoting regional initiatives and providing technical assistance to the eight DRA states for implementation of the goals and objectives adopted in the DRA “Regional Development Plan”.
- At the request of the Director, the incumbent will provide necessary reports on department activities and/or program outcomes to the Director of Project Development & Management which may be forwarded to the Federal Co-Chairman, Chief of Staff and DRA board members as appropriate;

**Additional Job Functions:** The incumbent, in addition to the above, will also be responsible to:

- Have knowledge and familiarity with database operation and maintenance;
- Communicate and coordinate with Local Development Districts (LDDs);
- Provide States’ Economic Development Assistance Program (SEDAP) information and statistics for other DRA staff, books, manuals, meetings, board member training, LDD training, local elected official training, etc., review/edit/create books, manuals, briefings, memos, agendas, communiqués, press releases, etc.;
- Assist in attending and setting up for local meetings as well as travel to meetings/conferences and assist in logistics of the same;
- Work with the Director of Project Development & Management to assist with marketing/advertising firms to produce brochures, mail-outs, power point slides, books, manuals, etc.;
- At the Director of Project Development & Management’s request, assist in communicating and coordinating with board members on project developments, voting issues, board meeting information, board member training;
- Review for eligibility and priority and recommend SEDAP project applications along with Project Development and Management staff;

- Assist the Director of Project Development & Management to prepare a weekly briefing on past week's activities and coming week's activities for COS;
- Assist the Director of Project Development & Management to work with General Counsel on select issues;
- Work closely with website developer in regard to publications, revisions, etc.;
- Prepare SEDAP hand-outs for meetings, board meetings and present information at meetings;
- Provide technical support to applicants and LDDs in regard to the application process; and
- Any other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Reasonable accommodations will be made to enable individuals with disabilities to perform the following essential functions.

- (1) Audio-visual discrimination and perception sufficient to: (a) makes accurate observations; (b) read and write; (c) operate assigned equipment; and (d) communicate effectively with others
- (2) A mental capacity for: (a) sound decision-making and exercising good judgment; (b) evaluating and interpreting the implementation of DRA established rules and regulations.
- (3) A physical condition appropriate to the performance of assigned duties and responsibilities which will include but may not be limited to the following: (a) standing, walking, sitting for extended periods of time; and (b) use of hands and fingers or adaptive equipment to safely operate assigned equipment.
- (4) Ability to operate a motor vehicle; ability to obtain a valid Driver's License; and the ability to travel and potentially work odd hours while performing essential functions.

**HOW TO APPLY:**

Interested candidates may submit their resume of credentials via email to [mharris@dra.gov](mailto:mharris@dra.gov) or first class mail to:

Delta Regional Authority  
 ATTN: RESUME  
 236 Sharkey Avenue  
 Suite 400  
 Clarksdale, Mississippi 38614