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# Delta Regional Authority

## Special Assistant to the SEDAP Manager

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The Delta Regional Authority (“DRA” or “the Agency”) is an independent federal agency created by Congress in the “Delta Regional Authority Act of 2000” that serves 252 counties and parishes in an eight-state region: Alabama, Arkansas, Illinois, Kentucky, Louisiana, Mississippi, Missouri, and Tennessee. DRA operates as a federal-state partnership and works with its local development districts by utilizing market-proven processes to improve economic outcomes and enhance the quality of life for the people in its region. DRA makes strategic investments of federal appropriations into projects supporting basic public infrastructure, transportation improvements, business development with an emphasis on entrepreneurship, and workforce development.

Together, the Federal Co-Chairman – who is appointed by the President and confirmed by the U.S. Senate – the Alternate Federal Co-Chairman, and DRA’s Board of Governors, seek to foster local and regional partnerships that address economic and social challenges to ultimately strengthen the Delta economy and quality of life for Delta residents.

**JOB TITLE:** Special Assistant to the SEDAP Manager

**POSITION SUMMARY:** The Authority hereby engages the Deputy SEDAP/RCAP Manager to assist in providing services to the Authority to implement and assist the Director of Project Development & Management and SEDAP/RCAP Program Managers with providing 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/RCAP program.

**SUPERVISORY CONTROL:** The position reports directly to the Senior Program Manager for SEDAP, followed by the Director of Project Development & Management. The incumbent will be relied upon to handle long-range assignments. Additionally, the incumbent should be able to utilize this guidance and her/his own knowledge to effectively manage day-to-day operations of the department.

**SUPERVISION EXERCISED:** None at this time

**POSITION LOCATION:** Clarksdale, MS

**QUALIFICATIONS:**

**EDUCATION:** A minimum of a Bachelor’s Degree from a four-year accredited college or University, in fields of public administration, community/economic development, grant administration, planning or related field.

**EXPERIENCE:** Three (3) years of experience in grants related work, more specifically pertaining to duties regarding application/project development, funding program management, application review, & public administration.

**WAGE RATE:** Salary is based upon salary history, education, and experience.

**DUTIES & RESPONSIBILITIES:**

- The Special Assistant is responsible for working with other DRA staff to coordinate the administration of the States' Economic Development Assistance Program (SEDAP), which will include providing the review of submitted applications and various project related request. 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;
- Maintaining the day-to-day activities of the SEDAP program to include but not be limited to processing pay requests; reviewing change of scope requests/budget & timeline extension requests; and quarterly reports; maintaining SEDAP database; completing SEDAP Procedural Checklist; Validating SEDAP project files; preparing and submitting similar documentation for DRA projects;
- Maintaining project folders to ensure compliance with audit standards, which includes coordination with LDDs, DRA staff and audit team members;
- Be responsible for data entry, uploading, & maintaining Excel spreadsheets necessary for the agency's transparency regarding Duns & Bradstreet number verification systems & USA Spending submissions
- Be responsible for navigating and utilizing various governmental database systems which include but are not limited to Financial Management Systems; Duns & Bradstreet Systems, USA Spending Systems, Awards Submissions Portal; and Community Max Government System
- Be responsible for the obligation of funds per project according to the amount allocated. This shall include, but not be limited to completing Purchase Orders (SF-300) forms; the re-classification and de-obligation of project funding into appointed SEDAP accounts; generating federal disbursement reports to keep record of delivered orders
- Attending project meetings and/or conference calls to provide necessary technical assistance to local stakeholders, state and/or regional project developers, LDDs, etc;

- Providing necessary reports on department activities and/or program outcomes to the Director of Project Development & Management, Federal Co-Chairman, or 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);
- Assist in attending and setting up for local meetings as well as travel to meetings/conferences and assist in logistics of the same;
- Review for eligibility and priority and recommend SEDAP/RCAP/Sponsorship project applications along with Project Development and Management staff
- Prepare SEDAP hand-outs for meetings, board meetings and present information at meetings;
- Provide technical support to applicants and LDDs regarding the application process

**PHYSICAL REQUIREMENTS:**

- 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 the 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.

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

**HOW TO APPLY:** Submit a cover letter and resume with references to [jobs@dra.gov](mailto:jobs@dra.gov) with the subject line: DRA Special Assistant to the SEDAP Manager

**ACKNOWLEDGEMENT OF JOB DESCRIPTION:**

I have read and discussed this job description with the expectations described herein. As an at-will employee of the Delta Regional Authority, I will perform my duties in accordance with these expectations.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_ Date \_\_\_\_\_  
Project Development & Management