



## Delta Regional Authority Job Description | Program Analyst

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The Delta Regional Authority (“DRA” or “the Authority”) 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, and business development, emphasizing entrepreneurship and workforce development. Together, the Federal Co-Chairman –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.

Delta Regional Authority, an Equal Opportunity Employer, is committed to providing equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

**JOB TITLE:** Program Analyst

**SUPERVISORY CONTROL:** Director of Critical Infrastructure

**SUPERVISION EXERCISED:** No

**FLSA STATUS:** Nonexempt

**POSITION LOCATION:** **Remote** (Within the 252 counties and parishes of the eight-state Delta region) or **Hybrid** (within 60 miles of Clarksdale, MS Office)

**POSITION SUMMARY:** The Program Analyst is directly responsible for assisting with program management activities which may include, but are not limited to, coordination with DRA staff and other local, state, and federal

partners as required. This position will provide review and opinion of grant eligibility, technical assistance to applicants and project managers, assistance with project monitoring and compliance oversight, and maintenance of project files.

### **ESSENTIAL JOB FUNCTIONS:**

The Program Analyst will work closely with other DRA staff to administer various funding programs as directed. Duties will include, but are not limited to:

- Provide the review and opinion of submitted applications and different project-related requests. These include, but are not limited to, pre- and post-award actions; tracking and follow-up of awards administered by DRA; effectively communicating, both written and verbal, with other agencies and entities.
- Maintain project files to ensure compliance with audit standards, including saving award documents and all relevant project information to files.
- Maintaining the Critical Infrastructure Program's folder on the DRA Google drive to ensure digital files are organized and up to date.
- Review drawdown requests for accuracy and processing payments for transmittal to GSA.
- Monitor active projects for compliance-related issues relevant to the desired successful outcomes of awarded projects and referrals to the Monitoring and Compliance Coordinator.
- Limited travel to site locations within the 8-state Delta region which may require multi-day travel assignments.
- As needed or requested by senior management, provide necessary reports on department activities and program outcomes to the Director of Critical Infrastructure.

### **QUALIFICATIONS:**

- **EDUCATION** – Minimum of bachelor's degree from a four-year accredited college or university in public administration, business management, planning, or a related field.
- **EXPERIENCE** – A minimum of three (3) years of experience with duties pertaining to project management, funding program coordination, application review, or project implementation is required. Experience working in the DRA region is preferred.

### **OTHER EXPERIENCE:**

- Strong interpersonal, written, and oral communication skills
- Proven strengths in organizational and analytical abilities, attention to detail, and problem-solving skills
- Strong proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint); ability to learn and utilize relevant software packages

**Deadline to Apply:** December 18, 2022, by 5:00 PM CST

Please submit your resume to [humanresources@dra.gov](mailto:humanresources@dra.gov) with the subject line:

**Program Analyst.**