

## PDC JOB DESCRIPTION

<b>1. Position Title:</b> <i>Field Services Specialist 1</i>		<b>2. Nature:</b> <i>At Will</i>	
<b>3. Category:</b> <i>Regular-Full Time</i>	<b>4. Status:</b> <i>Exempt</i>	<b>5. Salary Range:</b> <i>Dependent on Qualifications</i>	
<b>6. Original Date of Creation:</b> <i>June 25, 2001</i>		<b>7. Date of Latest Revision:</b> <i>July 20, 2021</i>	
<b>8. Supervisor:</b> <i>Executive Director</i>		<b>9. Reserved</b>	

**10. General Job Description:**

**THIS IS AN AT WILL POSITION.** The regular, exempt, full-time position of Field Services Specialist (FSS-1) of the Pennsylvania Downtown Center (PDC) provides direct delivery of outreach, educational, technical assistance and program evaluation services to local Main Street and Elm Street programs, as assigned by the Field Services Coordinator or the PDC Executive Director, in all of the areas of National Main Street Center’s Four Point Approach (as this has been adapted by PDC) plus the Elm Street component of Safe-Clean-Green to those communities that have been formally designated as either a Keystone Main Street, Keystone Elm Street or Keystone Community with either a Main Street or Elm Street focus. The FSS-1 also provides services to those communities as assigned by the Field Services Coordinator or the PDC Executive Director desiring such designation that have received DCED approval as “priority” communities or determined to be in the application process. The FSS-1 may also provide such services to other communities as assigned by the Field Services Coordinator or the PDC Executive Director not currently in the DCED funding cycle or seeking DCED designation. The FSS-1 may also have responsibility for the development and delivery of certain core-community revitalization educational services to other organizations requesting such training assistance as assigned by the Field Services Coordinator or the PDC Executive Director. The FSS-1 shall complete such other tasks as assigned by the Field Services Coordinator or the PDC Executive Director. The FSS-1 may also be responsible for the completion of annual evaluations for any one or numerous DCED-designated Main Street and Elm Street programs or Keystone Communities with a Main Street or Elm Street focus as assigned by the Field Services Coordinator or the PDC Executive Director.

The person filling this position must be able to provide specific, pro-active program educational and technical assistance support toward the accomplishment of both the programmatic goals of the PA Department of Community and Economic Development (DCED) Keystone Communities Program as well as PDC’s goals and objectives as defined in its strategic plan. The person filling this position is expected to devote their time and energy to the completion of these PDC tasks, primarily during normal working hours, but must be prepared to work *extensively in the evenings* to attend local organization or municipal meetings, occasionally very early mornings and/or weekends as required. *Extensive statewide travel* and overnight stays are required.

**11. Specific Tasks:** The Full-Time Field Services Specialist shall be responsible for the following activities:

**A. Outreach, Education, Technical Assistance and Program Evaluation**

- i. Provides “introductory” outreach information to communities and organizations concerning the Commonwealth’s Main Street and Elm Street Programs and the programs, services and benefits of PDC membership.
- ii. Provides primary educational services, on a statewide basis, to communities in the formal funding cycle of the DCED funding program supporting Main Street and Elm Street programs and other communities as may be designated by the Dept. of Community and Economic Development for such Main Street and/or Elm Street educational assistance.
- iii. Provides pre-designation Main Street and Elm Street related services to DCED “priority” communities on a statewide basis as identified by DCED, or as requested by DCED or PDC.
- iv. Provides ongoing educational service as required to communities in the Main Street and Elm Street Program for those years during which the local organization is in the Keystone Communities Program funding cycle.
- v. Organizes, conducts and prepares all documentation, in accordance with PDC standards, for all individual Main Street and Elm Street annual program assessments on a statewide basis.
- vi. Provides “New Manager” educational assistance.
- vii. Participates in the development and delivery of educational sessions as part of PDC’s Community Revitalization Academy and PDC’s annual conference.
- viii. When required, provides training assistance as requested at DCED Manager’s Meetings.

I certify that I have read the foregoing job description and I am familiar with the requirements of the position.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## 12. EDUCATION AND EXPERIENCE

- A. A college degree in urban planning, architecture, landscape architecture, historic preservation, public administration, engineering, economic or organizational development, or some other field relevant to community revitalization is required.
- B. An advanced college degree (Masters) in one of the above areas is preferred.
- C. Experience as a business district or neighborhood revitalization manager with a local revitalization organization is required.
- D. Experience in delivering educational sessions and technical assistance is required.
- E. The ability to speak and write fluent Spanish is a plus for qualified candidates.

## 13. REQUIRED SKILLS: The employee must have:

- A. **Excellent** oral presentation and writing capabilities.
- B. **Excellent** time-management skills.
- C. **Excellent** report preparation skills, including meeting critical, time-sensitive deadlines.
- D. Be an energetic, outgoing individual with multi-task capabilities.
- E. **Excellent** "MS Power-Point" type presentation preparation skills.
- F. **Excellent** "MS Excel" spreadsheet skills.
- G. The ability to set-up and deliver remote learning and webinar presentations.
- H. The ability and willingness to adapt personal program knowledge and experience to that of the PDC team.
- I. The ability to project and maintain a pleasant demeanor, both on "on-site" and on the phone.
- J. Demonstrate the ability to use resources effectively.
- K. The ability to maintain accurate and well-organized files and records.
- L. The ability to deliver repetitive services without direction.
- M. The capacity to be a pro-active, self-starter.
- N. Basic office skill experience.
- O. Above average computer literacy.
- P. Good follow-up skills and be able to respond to requests and questions in a timely manner.
- Q. Must have a valid Pennsylvania driver's license at the time of application, be insurable under PDC insurance policies and own or have regular access to their own vehicle, when a PDC car is not available.

## 14. ORGANIZATIONAL COMPETENCIES: **RESERVED**

## 15. AVAILABILITY:

This **AT WILL** regular, full-time, exempt position requires the employee to be available a minimum of 35 hours per week. Hours will be flexible as **there are extensive evening/weekend work responsibilities and travel/driving requirements** associated with this position. While normal work hours are generally between 8:30 a.m. and 4:30 p.m., Monday through Friday at the Harrisburg offices of the PDC, the emphasis with this position is on the provision of what will usually be **a minimum of 70 hours during a normal two-week work period**. This person may be assigned to provide services across all of Pennsylvania, so it is expected that this position be on the road meeting on site in communities at least 40-50% of their time. **The primary office location for this position will be the Harrisburg office of PDC.** Depending on the location of their residence, this person *may* be authorized to work from their home **upon approval** of the Executive Director. If authorized to work from home, the FSS-1 must be willing to make bi-weekly trips to Harrisburg for PDC staff meetings, and other trainings and meetings as needed. IRS Rules and regulations relative to commuting do apply. A high degree of flexibility as to work schedule within this roughly 70-hour parameter is available **at the discretion of the Executive Director**, in close consultation with the Field Services Coordinator. **The emphasis of this exempt position will be on completion of assigned annual work plan tasks**, not on the maintenance of a seven-hour workday. A three-month probationary period is required for all new employees to this position. If during this time, the employee proves to be unable to fulfill the requirements of the job, meet attendance requirements, or fails to demonstrate good work skills or attitudes, the PDC may dismiss the employee immediately. PDC shall not discriminate against any applicant for employment because of race, color, religion, sex, ancestry, national origin, age, marital status or sexual orientation. Email your resume with cover letter to: PDC Executive Director; with the subject line: "Field Services Specialist" – [Padowntown@padowntown.org](mailto:Padowntown@padowntown.org).

## 16. COMPENSATION & BENEFITS:

The pay for this position shall be within the range specified on the current PDC "Salary Schedule" depending upon the skills and experience of the person occupying the position. There are health, retirement, short term disability, and life insurance benefits, personal time off and paid holidays associated with this position.

I certify that I have read the foregoing job description and I am familiar with the requirements of the position.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_