# POSITION DESCRIPTION

# federal co-chairperson, northern border regional commission

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| **OVERVIEW** |
| Senate Committee | Environment and Public Works |
| Agency Mission | To catalyze regional, collaborative and transformative community economic development approaches that alleviate economic distress and position the region for economic growth[[1]](#endnote-1) |
| Position Overview | The federal co-chairperson serves as a liaison between the federal government and the commission. He or she works to provide economic and infrastructure development grants to projects within the most economically distressed counties of Maine, New Hampshire, Vermont and New York.[[2]](#endnote-2) |
| Compensation | Level III $165,300 (5 U.S.C. § 5314)[[3]](#endnote-3) |
| Position Reports to | President of the United States |
| **RESPONSIBILITIES** |
| Management Scope | The NBRC is operated by the federal co-chair, one program person, and one executive assistant, making it one of the smallest federal agencies. Its fiscal 2016 appropriations was for $7.5 million. |
| Primary Responsibilities | * Creates and executes policies and decisions and develops and monitors policies and procedures related to NBRC programs and operations
* Leads strategic change to meet the NBRC's organizational goals
* Monitors progress on meeting the NBRC's five-year strategic objectives
* Evaluates organizational performance and take actions to improve performance
* Prepares agency budget for the Office of Management and Budget and congressional appropriation committees
* Engages contractors for regular economic and demographic data collection and analysis
* Manages employees with diverse and demanding job descriptions[[4]](#endnote-4)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Experience with and knowledge of Northern New England and New York, the challenges facing the region's forest industry dislocation, rural economic diversification strategies, and general economic and community development principles
* Proven mastery of policy, management and administrative work
* Expertise in creating engaging and informative content and graphics for website updating and general media distribution
* General experience with federal grant creation, management and oversight
* Knowledge of general procurement, human resource and legal processes (with assistance contracted from the General Services Administration)
* Understanding of general financial accounting documents as provided by DoA[[5]](#endnote-5)
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| Competencies | * Trusted and effective workplace leader
* Results driven
* Strong business acumen
* Ability to build working coalitions and partnerships, particularly with the NBRC's state partners
* Ability to successfully integrate with other federal organizations to create multi-agency comprehensive programs and initiatives
* Ability to successfully partner with members of Congress in NBRC service area as well as communicate regularly with congressional oversight and appropriations committees
* Comfortable and proficient with using social media outlets
* Proficient with office technology (computer networking, Google analytics, website maintenance, Constant Contact, Adobe Creative Suite, etc.)
* Ability to clearly articulate the NBRC's mission to the public through frequent speaking engagements and informational events[[6]](#endnote-6)
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| **PAST APPOINTEES** |
| Mark Scarano (2015 to 2017): Chief Executive Officer, Grafton Regional Development Corporation; Executive Director, Piscataquis County Economic Development Council; Business Development Director, Piscataquis County Economic Development Council[[7]](#endnote-7) |
| Sandford Blitz (2010 to 2015): Founder and Principal, Emesbee Associates; Regional Administrator, U.S. Small Business Administration; Economic Development Representative, Economic Development Administration, Department of Commerce[[8]](#endnote-8) |

1. http://www.nbrc.gov/content/about [↑](#endnote-ref-1)
2. OPM [↑](#endnote-ref-2)
3. The Consolidated Appropriations Act, 2017 (Public Law 115-31, May 5, 2017), contains a provision that continues the freeze on the payable pay rates for certain senior political officials at 2013 levels during calendar year 2017. [↑](#endnote-ref-3)
4. OPM [↑](#endnote-ref-4)
5. OPM [↑](#endnote-ref-5)
6. OPM [↑](#endnote-ref-6)
7. https://www.linkedin.com/in/markscarano/ [↑](#endnote-ref-7)
8. http://www.presidency.ucsb.edu/ws/index.php?pid=122254 [↑](#endnote-ref-8)