JOB ANALYSIS WORKSHEET
FLINT ELECTRIC MEMBERSHIP CORPORATION
P. O. BOX 308, 3 SOUTH MACON STREET
REYNOLDS, GEORGIA 31076

JOB POSTING	**EXTERNAL JOB POSTING** (*Applicants meeting the following requirements are eligible to apply.)*
JOB TITLE	COMMUNITY AND ECONOMIC DEVELOPMENT SPECIALIST
JOB LOCATION	Flint EMC – 98 Carl Vinson Parkway, Warner Robins, GA
JOB CLASSIFICATION	Inside Job; Exempt
SUPERVISOR	Director of Community and Economic Development
LAST DATE REVIEWED	November 2026
JOB SUMMARY	Implements Cooperative's economic development, strategic marketing and energy sales plans relating to existing and prospective commercial and industrial customers as a tool to facilitate progress for the Cooperative's service area. Assists with the presentation of information required by customer choice prospects in order for the Cooperative to acquire desirable accounts. Coordinates power supply requirements and power usage and communicates information to appropriate parties within Flint. Contributes to development and maintenance of electric rates to achieve the Cooperative's goals. Coordinates and/or contributes to Cooperative's Key Accounts program. Pursues Cooperative's strategic goals and objectives with positive leadership and active internal communications and other duties as assigned. Participates in community relations to increase and enhance knowledge of potential projects through Georgia Economic Development Association, Georgia Department of Industry, Trade and Tourism, Chambers of Commerce, and area county development authorities. Develops and maintains good working relationships with appropriate area builders, developers, architects, consulting engineers, bankers and related organizations.
EDUCATION / TRAINING	**Required:** • Bachelor's degree in business, marketing, economics, public administration or related field plus minimum three years' experience in economic development, marketing, business development. **OR** • Minimum 7 years' experience in economic development, marketing, or business development. **Preferred:** • Progressive experience in the area of sales, key account management, engineering, and/or economic development. • Experience working for or with chambers of commerce or in legislative affairs. • Leadership on prior economic development projects. • Current GEDA membership. • Experience with federal, state, local or private economic development programs and grants.
KNOWLEDGE / INTERPERSONAL SKILLS	**Required:** • Positive attitude and willingness to be a team player in support of exceptional internal and external customer service, which should be evidenced from prior work experience. • Evidence of strong public and interpersonal communication skills. • Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. • Ability to provide technical information to proposed and existing commercial and industrial accounts concerning power quality, rates, load management and other energy related matters by utilizing appropriate cooperative personnel and resources. • Demonstrate language skills to respond orally and in writing to common inquiries or complaints from customers, regulatory agencies, or members of the business community. • Mathematical skills to calculate figures and amounts such as electric rates, discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. • Reasoning ability to define problems, collect data, establish facts and draw valid conclusions. **Preferred:** • Basic knowledge of electric cooperative principles and electric distribution operations. • Thorough knowledge of the Georgia Territorial Act and Flint's assigned territory. • Knowledge of the cooperative's services rules and regulations, as well as the cooperative's rate schedules and service charges. • Demonstrated ability to successfully lead and manage a productive work unit.
WORKING HOURS	• 8 am - 5 pm, Mon. thru Fri.; must be flexible in working long hours, nights and weekends.

OTHER	• Must have and maintain a valid Georgia driver's license with a verifiable safe driving record.
APPLYING FOR JOB	• Qualified external applicants may print an application from our website, www.flintenergies.com, or pick up an application from our offices at 98 Carl Vinson Parkway, Warner Robins, GA or 3 South Macon Street, Reynolds, GA. **The deadline for external applications is 5:00 p.m., Thursday, December 3, 2026.** • Applications should be emailed to hrapplications@flintemc.com or dropped off at the locations listed above. • Contacts: Stephanie Cebada-Bembry 478-218-5542, scebada-bembry@flintemc.com or Tracie Lord 478-218-5653, tlord@flintemc.com

FLINT EMC IS AN EOE/AA: MINORITIES / FEMALES / VETERANS / DISABLED
DRUG FREE / SMOKE FREE WORKPLACE

Posted 11/19/2026

PHYSICAL DEMANDS FOR ESSENTIAL FUNCTIONS
MANAGER OF COMMUNITY DEVELOPMENT

ALERTNESS & CONCENTRATION	Must be able to concentrate on several things at one time. Be alert to make quick judgment decisions.
ABILITY TO DEAL WITH STRESS	Maintain professionalism when handling tense situations, resolving complaints, and addressing challenging interactions.
VISION	Far Visual Acuity - As necessary to drive. Near Visual Acuity - Must be able to see computer screen, keyboard and read all types of print, including small figures. Peripheral Vision - As necessary to drive. Color Vision - For recognizing appropriate forms. Depth Perception - As necessary for driving and operating equipment. Night Vision – As necessary for driving.
HEARING	(Normal Tones) Must be able to hear and comprehend spoken conversations in person and over the telephone.
SPEECH	Speaks loudly and clearly enough to be accurately understood. Voice must be pleasant, tactful, and professional.
SITTING / STANDING	Must be able to stand for extended periods while attending community events, meetings, and presentations.
WORKER MOBILITY / WALKING	Can change positions at will.
LIFTING / CARRYING	Must be able to lift 50 lbs. for presentation purposes.
PUSHING / PULLING	Required to open/close desk drawers and file cabinets.
REACHING / HANDLING	Wrist, hand, and arm use is continuous for operating radio, telephone, computer terminal, and SCADA system.
BENDING/TWISTING	Bends from neck for talking on telephone. Twisting intermittent.
ENVIRONMENTAL FACTORS	Majority time spent in controlled environment. No noise, light, fumes, or dust hazards present.
MACHINES / TOOLS/ EQUIPMENT	Computer terminal and PC, printer, calculator, copier, paper, pens, pencils and stapler.
SAFETY EQUIPMENT / SAFETY LOSS CONTROL PROCEDURES	Follows prescribed safety rules.
DRUG TEST / PHYSICAL EXAM	Drug test required for pre-employment and random thereafter. Employment entrance physical exam required.

Requirements are subject to possible modification to reasonably accommodate individuals with disabilities provided it does not pose a direct threat or significant risk to the health and safety of themselves or other employees.