

COMMUNITY DEVELOPMENT PLANNER

SECTION: Economic and Community Development

REPORTS TO: Economic and Community Development Director

SCOPE: This is a professional position responsible primarily for project development, grant writing, grant administration, and other related local government technical assistance.

RELATIONSHIP: This position interacts with member governments in the HOGA Region, many state and federal agencies, private non-profit groups, and other individuals.

SPECIFIC RESPONSIBILITIES:

- Research funding opportunities and sources for local governments and the RC;
- Assist local governments and others in the development of quality projects and grant applications to meet identified needs;
- Guide local governments and others in the organization/modification of projects to better meet funding source guidelines;
- Prepare funding applications as necessary;
- Assist local governments and others in developing/implementing surveys, support documentation, sources of match, and other items necessary to develop more fundable projects;
- Perform research, develop data and information, and analyze and interpret these items and other information necessary to improve projects, applications, reporting, and/or grant/project administration, or otherwise assist local governments;
- Maintain files, documentation, develop reports as necessary, and perform other tasks necessary for quality applications and project administration;
- Organize and carry out project administration, including developing and implementing policies, developing and publicizing RFPs, RFQs, and public advertisements, moderating public hearings, overseeing project construction, or other tasks;
- Provide other technical assistance to local governments and related agencies to improve government operations, programs, and services; and
- Perform other tasks and duties as assigned.

KNOWLEDGE/SKILLS:

Knowledge and proficiency in conducting research, analyzing and interpreting data and information, and developing and implementing projects. Must have good interpersonal relations, oral and written communication skills, skills in computer use and job related software, be able to work independently, and also accept direction.

EDUCATION AND EXPERIENCE:

This position requires a Bachelor's Degree in Planning, Public Administration or related field and one year relevant experience, or a Masters Degree in Planning, Public Administration, or related field.