



COMMUNITY DEVELOPMENT PLANNER

DEPARTMENT: Community Services/Office of Housing and Community Development

NATURE OF WORK:

Performs professional and administrative work to plan and to administer housing and neighborhood revitalization projects. Prepares applications for federal and state funds to undertake housing and neighborhood revitalization projects and administers grants in accordance with funding agency requirements. Duties are performed under the general supervision of the Housing and Community Development Administrator.

ESSENTIAL FUNCTIONS OF THE JOB:

Coordinates planning and implementation of housing, blight removal and neighborhood revitalization projects.

Prepares grant and financing applications to obtain resources to implement housing, blight removal, and neighborhood revitalization projects.

Coordinates grant administration; develops and maintains project management plans; develops systems for monitoring, reporting on and coordinating grant projects; coordinates scheduling of work to assure specified time frames are met.

Coordinates environmental review process, citizen participation, fair housing, procurement and other precontract and grant activities in accordance with federal and state regulations; maintains required documentation and prepares required advertisements in accordance with federal and state regulations.

Monitors progress and performance of contractors including engineers and construction contractors and monitors compliance with Federal requirements including equal opportunity and labor standards.

Prepares and monitors program budgets and prepares payment documents..

Organizes and maintains project and grant files in accordance with federal and state requirements.

Prepares reports and makes presentations to local boards, commissions and neighborhood organizations.

Schedules, coordinates, and attends project management, advisory committee and neighborhood meetings and maintains appropriate records.

Coordinates project activities with federal, state, and county agencies as well as private and nonprofit partners involved in review and implementation of project activities.

Performs inspections of homes before and after rehabilitation for conformance to prescribed Housing Quality Standards.

Conducts research and special assignments for Housing and Community Development Administrator when assigned.

Performs work safely in accordance with departmental safety procedures and the County Safety Program.

Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Work is performed in an office setting with field inspections required. Operates standard office equipment, including computer keyboard, telephone, fax machine, copier, and calculator.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of federal and state housing and community development programs.

Ability to prepare grant applications, assuring adherence to all standards, regulations, and criteria.

Ability to conduct independent research, analyze data and draw conclusions, and prepare complex reports.

Ability to communicate effectively, both orally and in writing, and to prepare a variety of reports, correspondence, and other materials.

Ability to establish and maintain effective working relationships with other County employees, Federal and other governmental officials, contractors, engineers, planners, community groups and the general public.

Ability to plan, organize, and execute projects involving diverse agencies and institutions.

Ability to use personal computers.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily in an office setting but with a considerable amount of field inspections required. Operates standard office equipment to include computer keyboard, telephone, copy machine, calculator, etc.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Public Administration, Planning, or related field; some experience in grant writing and administration, preferably with Community Development Block Grant Administration; or any equivalent combination of education and experience providing the required knowledge, skills, and abilities.

Date: November 2005

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Community Development Planner Position Number 325
Department Community Services Division Housing and Community Development

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others: contractors, engineers, federal & state officials.
- Not essential to job function

2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: Typing on computer keyboard.

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift			✓				✓		
Push/Pull			✓				✓		
Hold/Carry			✓				✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

- | <u>Ladders</u> | <u>Stairways</u> | <u>Steps</u> |
|---|--|--|
| <input type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input checked="" type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input checked="" type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand		✓							
Sit				✓					
Walk		✓							
Run	✓								

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and/or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)
- Not essential to job function

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			

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