

General Job Statement

The Community Development Planner is responsible for developing and managing projects that strengthen communities and families and improve the overall quality of life in the region. The type of projects that will be undertaken cover the waterfront of community development and may include housing, utilities, transportation infrastructure, recreation, and storm water.

The Community Development Planner will work with stakeholder and community groups and families and individual clients, administer public procurement and contracting rules, develop and monitor contracts for services and equipment, work with architects, engineers and inspectors, and develop reports for grantor agencies, often state or federal agencies.

Primary Program Responsibilities:

- Serves as the region's and/or jurisdiction's project manager on assigned projects
- Development and implementation of a project management and communication plan for each project
- Procuring partners or contractors for project implementation as necessary
- Communication with jurisdiction staff and elected officials and with individual and family clients
- Preparation of reports and invoices to grantor or jurisdiction

Knowledge:

- Knowledge of grant administration and program management
- Housing and construction practices helpful

Skills:

- Organizational skills
- Project Management skills
- Basic skills with Microsoft Office products, such as Outlook, Word, PowerPoint, and Excel, as well as Adobe Acrobat Pro, required. Successful candidates will also have a level of proficiency with various virtual meeting and training platforms including Microsoft Teams, Zoom, the Go-to-Meeting suite and others.

Abilities:

- Ability to manage public procurement process and manage contracts.
- Writing and verbal communication skills
- Ability to establish and maintain effective working relationships with the public, community groups, staff, State and Federal officials, and appointed and elected officials.
- Ability to work as part of a team and to adapt work habits and procedures as necessary to accommodate the organization.
- Ability to work flexible hours, including evenings.
- Ability to call and coordinate meetings, including minute and record keeping
- Ability to listen to individuals and groups to identify needs and develop appropriate responses

Education and Experience

Associates Degree with work experience required. Bachelor's degree preferred. Experience with project or grants management, social services, housing contractors, lending institutions helpful. Valid driver's license and transportation needed.

Physical Conditions and Work Environment

Work is normally performed in office environment in a seated position; work occasionally is outside at project site. Job requires frequent use of hands and fingers to operate a computer and other equipment, and to reach with hands and arms. Occasionally required to stand, walk, bend, stoop, kneel, crouch or crawl, and occasional lifting or moving objects of up to 30 pounds. Requires close vision and ability to adjust focus.