

GRANTS ADMINISTRATOR AND CITY PLANNER

FLSA STATUS - Exempt

DESCRIPTION OF WORK

Under general supervision of the Director of Community Development, performs work in city planning and zoning and in acquiring and administering grant funds.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Researches publications and manuals for availability of grant funds for a variety of purposes and projects; determines feasibility of developing and construction of City programs and functions; uses grant funds to supplement City funds; works with and responds to inquiries from officials of the City, citizens, groups and other agencies; interprets information available, requests and instructions; presents options for programs and funding to officials and others; prepares and presents applications for grants; administers grant projects; develops bid and contract documents for a variety of projects; prepares plans for City improvements including landscaping, beautification, plantings and others; works as liaison representative of the City with a variety of other agencies and governmental units; processes zoning and building permits; interprets codes.

OTHER DUTIES: Provides information to the public and other agencies; performs related duties.

QUALIFICATIONS

Knowledge of the process and techniques of city planning and grants of funds.

Working knowledge of the functions of local government.

Ability to communicate effectively in oral and written form.

Ability to plan for projects, events and programs.

Ability to effectively research and identify grant funds for city improvements and projects.

Ability to focus on projects and make adjustments or corrections as appropriate.

Ability to establish and maintain effective working relationships with community groups, City officials, representatives of other agencies and the public.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform sedentary physical work and to lift and carry up to 10 pounds;

Ability to stand, walk, run, sit, ride, reach, grasp and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate office equipment including a computer and a vehicle;

Ability to talk and hear in person and by telephone;

Ability to see and read instructions, manuals, grant publications and figures on a computer screen.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to a bachelor degree in public administration, urban planning or a similar major and one year of experience in city planning and development.

SPECIAL REQUIREMENTS: Possession of a valid driver's license.