

PROGRAM COORDINATOR - PLANNING (VILLAGE OF JOHNSON CITY)

DISTINGUISHING FEATURES OF THE CLASS: The work involves applying for and properly utilizing programs such as but not limited to, the Community Development Block Grant Program, New York Main Street, New York Housing and Community Renewal, or other funds, to improve living conditions for, expand economic development opportunities for, and provide new or improved public facilities in areas throughout the Village of Johnson City. Work is carried out in accordance with procedures prescribed by federal and state regulations and with the assistance of federal and state funds. Work is performed under the general supervision of the Director of Planning with leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision over the work of others is not a responsibility of employees in this class. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

Develops grant applications and reviews and processes grant documents;

Maintains information files on grants, including what programs are available, where to apply for which programs, and trends in Federal, State, and private programs;

Prepares and responds to requests for proposals (RFP's);

Uses personal computer to analyze data and statistics;

Collects, prepares, interprets, and updates data and creates maps, charts, reports and presentations;

Conducts visits to applicants and sub-recipients to ensure compliance with grant regulations; Reviews and processes applications for assistance programs;

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Participates in the conduct of research and other data-gathering procedures in the preparation of grant applications;

Acts as a liaison with other Village departments, advisory boards, and local officials to coordinate program activities and to explain the scope and nature of grant programs;

Investigates and identifies new funding possibilities;

May prepare reports or studies as requested.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of laws, rules, regulations, and guidelines applicable to grant programs;

Thorough knowledge of Federal, State and private programs and grant sources;

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Good knowledge of the modern problems, trends, developments, and professional literature in the field of community development, housing and urban planning;

Good knowledge of the techniques of research and data interpretation;

Skill in using computer software to create maps, charts and reports;

Ability to write and develop grant applications;

Ability to research grant opportunities;

Ability to understand and interpret complex oral and written information;

Ability to compile and prepare oral and written reports;

Ability to establish and maintain effective working relationships;

Ability to communicate clearly and concisely both orally and in writing;

Good judgment, Initiative, Tact.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in public or business administration, geography, planning, economics, or closely related field; OR

B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in public or business administration, geography, planning, economics or closely related field and two (2) years of administration experience* in planning or in organizing, implementing, evaluating and administering a community development program, a program funded by government grant monies, a public works program (i.e. a highway or sanitary department), housing and urban development program or a closely related field; OR

C) An equivalent combination of training and experience as defined by the limits of A), and (B).

*Responsible direction and control of identifiable organizational unit or program; in addition to the supervision of work groups, an administrator is involved in planning, resource allocation, program evaluation and policy formulation. Experience performing specialized functions or "staff activities" such as budgeting, finance, administrative analyses, or personnel, which do not involve the aforementioned responsibilities, are not considered administration experience.