

COMMUNITY DEVELOPMENT ADMINSTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the village of Johnson City and has responsibility for assisting in the coordination, planning, and development of grant proposals and applications. The incumbent prepares and compiles all grant administration documents for local, state and federal award programs, and maintains specialized databases for funding awards to sub-applicants. The work is performed under the general supervision of the Director of Planning with wide leeway allowed for the use of independent judgment. Supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists high-level administrator in planning and developing grant applications;
Investigates and identifies new funding possibilities;
Operates online web portals and systems for grant reporting;
Maintains and monitors data and filing of all grant activities;
Facilitates grant and contract management activities;
Reviews and processes grant documents;
Prepares and responds to Requests for Proposals (RFP's);
Uses personal computer and various software programs to analyze data and statistics;
Conducts meetings with grant applicants and sub-recipients to ensure compliance with grant regulations;
Reviews and processes applications for assistance programs;
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 explains the scope and nature of grant programs;
Prepares and maintains various reports, records and correspondence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of municipal planning and zoning record-keeping principles, practices and procedures;
Good knowledge of the techniques of research and data interpretation;
Good knowledge of the modern problems, trends, developments, and professional literature in the field of community development, housing, economic development, and planning;

COMMUNITY DEVELOPMENT ADMINISTRATOR—cont'd

Good knowledge of the preparation and writing techniques of the grant process;
Good knowledge of the principles and practices of public administration and community development programs;
Good knowledge of and ability to research grant opportunities;
Ability to understand and interpret complex oral and written information;
Ability to compile and prepare a variety of oral and written reports;
Ability to establish effective working relationships;
Ability to communicate effectively, both orally and in writing;
Good judgment, Initiative, Tact, Resourcefulness.

MINIMUM QUALIFICATIONS:

- A) Possession of a Bachelor's Degree; OR
- B) Possession of an Associate's Degree and two years of experience working with municipal planning and zoning; OR
- C) Graduation from high school or possession of an equivalency diploma and four years of experience working with municipal planning and zoning;
- D) An equivalent combination of training and experience as indicated in A), B) and C) above.

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education.

R1212 1/4/23

Competitive