

Job Title: Planning Specialist/Grant Coordinator

FSLA status: Non-Exempt

Department: Gwinnett

Reports to: Deputy Director

Position Summary: Responsible for conducting research and planning activities necessary for the administrative compliance of grant programs.

Qualifications Required:

- Bachelor's degree in Public Administration, Political Science, Business Administration, or related area; or 2 years experience in grant administration or planning.
- Intermediate computer proficiency with Microsoft Office Suite, specifically Outlook, Excel and Word
- Proficiency in written and oral communication skills
- Must be able to work well independently and with teams
- Strong interpersonal skills and public speaking skills
- Work experience in public and community engagement
- Valid Driver's License and Car Insurance based on Georgia Law

Qualifications Desired:

- Master's degree in Public Administration, Political Science, Business Administration, or related area

Essential Functions and responsibilities:

- Assist in the coordination of all subrecipient grant application processes
- Maintain knowledge of applicable rules and regulations pertaining to specific grant programs
- Conduct research to develop the Consolidated Plan, Annual Action Plan, Amendments, Consolidated Annual Performance Evaluation Reports [CAPER], and the Analysis of Impediments to Fair Housing [AI] Report.
- Facilitate public meetings and conduct community outreach to include Fair Housing Workshops, Subrecipient Workshops, and General Public Meetings/Workshops
- Maintain records of Board of Commissioners action on plans, proposals, and amendments.
- Prepare agenda items, public notices and advertisements in compliance with grant regulations.
- Maintain complete and accurate records on all grant planning activities for regulatory compliance.
- Prepare Project Service Area determination for all CDBG activities
- Coordinate community awareness activities including ground breakings, dedications, CDBG Week, Fair Housing Week, etc.
- Review current grant regulations, notices, and handbooks
- Maintain project files
- Conduct external/internal monitoring for all grant projects
- Process and track grant expenditures and beneficiaries for all community-based projects and activities.
- Prepare and submits monthly, quarterly, semi-annual, and annual reports.

- Coordinate with subrecipients and/or contractors regarding project status.
- Work closely with subrecipients and provides technical assistance to subrecipients, as needed.
- Adhere to WFN's Code of Conduct and Employee Handbook, including dress code.

Nonessential Functions:

- Participation in local planning forums.
- Perform other related duties as assigned

Success Factors/ job competencies:

- Time Management- the ability to prioritize, meet deadlines, and follow through on assignments
- Computer Proficiency in Microsoft Outlook, Excel, Word, PowerPoint, and Database Management
- Manage and coordinate information systematically
- Maintain a high level of professionalism
- Maintain excellent interpersonal and communication skills
- Strong Team Player
- Strong analytical and research skills
- Public speaking and presentation skills

Physical Demands and work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing duties of job, incumbent is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms, stoop, bend, talk and hear. Employee must occasionally lift and/or move up to 5 pounds. Specific vision abilities required by the job include close vision.
- *Work Environment:* The noise level in the work environment is usually minimal
- *Travel:* 5-20% local travel in Metro Atlanta, less than 5% overnight

Performance standards:

- Quarterly performance appraisal
- Attainment of quarterly goals established between Deputy Director and incumbent