

Job Title: Planning Specialist

FSLA status: Exempt

Department: 100 Gwinnett

Reports to: Senior Deputy for Operations

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

Qualifications Required:

- High School diploma
- Intermediate computer proficiency with Microsoft Office Suite
- Proficiency in written and oral communication skills
- Minimum 2 years' experience in an office setting performing administrative duties or equivalent work
- Must be able to work well independently and with teams
- Strong interpersonal skills and public speaking skills
- Work experience in public and community engagement

Qualifications Desired:

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

Essential Functions and responsibilities:

- Develops planning studies and reports in support of new and updated plans, programs and regulations to include the development of the Consolidated Plan, Annual Action Plan, Amendments, Consolidated Annual Performance Evaluation Reports [CAPER], and the Analysis of Impediments to Fair Housing [AI] Report.
- Reviews or assists in the review of grant applications and/or proposals for conformance with applicable rules and regulations; assists in the determination of project eligibility.
- Prepares and presents detailed reports on development proposals to government bodies, local non-profit organizations, municipalities, and the general public.
- Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, and occupancy rates.
- Acts as liaison between community groups, government agencies, developers, and elected officials in developing action plans
- Provides information to the public regarding application requirements, funding allocations, and proposed projects.
- Facilitate public meetings; conduct community outreach; coordinate community awareness activities including ground breakings, dedications, CDBG Week, Fair Housing Week, etc.
- Track and maintain records of Board of Commissioners action on plans, proposals, and amendments.
- Prepares agenda items, public notices and advertisements in compliance with grant regulations.
- Maintains complete and accurate records on all grant planning activities for regulatory compliance.
- Conduct external/internal monitoring for all grant projects
- Process and track grant expenditures and beneficiaries for projects and activities.
- Prepares and submits monthly, quarterly, semi-annual, and annual reports.
- Coordinates with subrecipients, contractors, and staff regarding project status.

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
- Manage and coordinate information systematically
- Maintains a high level of professionalism
- Maintain excellent interpersonal and communication skills
- Strong Team Player
- Possesses strong analytical and research 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

Performance standards:

- Annual performance appraisal
- Attainment of annual goals established between Senior Deputy for Operations and incumbent