

## **COMMUNITY DEVELOPMENT AND GRANTS PLANNER**

**271-D**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for performing professional and technical duties in support of the County planning and community development function. The incumbent will assist in the development and implementation of planning studies and community development plans for the county. Additionally, the incumbent will perform technical duties in connection with identifying, applying for and administering state and federal grants for the county and its municipalities. Work is performed under general supervision with wide leeway for independently performing job duties.

### **TYPICAL WORK ACTIVITIES:**

Assists in the development of a long-range and comprehensive county land use planning programs  
which include research and analysis;

Assists in developing and preparing a county community development plan and program of  
implementation as required by local, state and/or federal legislation;

Assists in implementing community development plans and programs;

Researches appropriate materials and literature related to federal and state aid programs;

Prepares grant applications for private, state and federal financial assistance on behalf of the county  
and its municipalities;

Analyzes statistical and other data to determine viability of projects for grant funding;

Coordinates the activities of and provides technical assistance to various local governmental  
organizations relating to their common interests in applying for grants;

Assists in administering the County's housing and microenterprise programs;

Reviews site plans, subdivisions and variances case related to General Municipal Law 239 L,  
M &N referrals review;

Prepares and conducts oral and graphic presentations to inform legislative bodies, governing boards, agency heads and the general public concerning grant programs;

Contributes to the development of a comprehensive master plan for the development of the County, including highways, parks building sites and sub-surface activities;

Collects and distributes statistical or other information relating to regional community planning and zoning in the county;

Provides statistical or technical information to the general public;

Administers and monitors grants awarded to the county and its municipalities to ensure compliance with applicable laws, rules and regulations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of federal and state community development program requirements; good knowledge of the planning and community development needs of the county; good knowledge of federal and state aid or grant programs available for the county and/or its municipalities; good knowledge of the sociological, economic, design and environmental factors involved in physical planning and community development; good knowledge of community and regional physical planning including zoning and subdivision regulations; working knowledge of the preparation and use of statistical and research concepts and methods; ability to conduct grant application activities, including researching, analyzing and writing comprehensive studies and reports; ability to conduct clear and concise oral and graphic presentations; ability to understand and interpret maps, charts, and graphs; ability to understand and interpret written material; ability to

express oneself clearly; ability to get along well with others; and resourcefulness.

**MINIMUM QUALIFICATIONS:**    Either:

- (A) Possession of a Master's degree in Planning, Public Administration, Economics, Social Sciences, or a related field; or
- (B) Possession of a Bachelor's degree in Planning, Economics, Social Sciences, or a related field and two years of experience in planning, community development, grant writing or related experience.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.