State College Borough
Planner, Senior (CDBG)
Job Description

REPORTS TO: Planning Director   DEPARTMENT: Planning
ROLE & LEVEL: P3   FLSA STATUS: Exempt

WORK OBJECTIVE:
The Senior Planner (CDBG) is responsible for the professional work in the administration of the Community Development Block Grant. Provides staff support to the CDBG Citizens' Advisory Board. Work is performed under direction with considerable latitude. Position relies on advanced level experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures. Position seeks technical guidance only on unusual or complex problems or issues.

EXAMPLES OF ESSENTIAL FUNCTIONS:
The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Reviews, analyzes and makes funding recommendation on all CDBG budget requests
- Prepares environmental impact reviews for all approved CDBG activities
- Collects and analyzes all performance data for inclusion in the annual Grantee Performance Report
- Acts as Secretary to the Community Development Citizens Advisory Committee; this includes preparing agendas and reports to keep the Committee informed; making staff recommendations on Committee issues; preparing correspondence on behalf of the Committee; and reporting to the Manager and to Council on committee actions
- Supervises the preparation of occasional research reports
- Prepares and posts legal advertisements as required by law for various meetings and hearings
- Reviews, analyzes, and makes funding recommendations on budget requests
- Prepares environmental impact reviews as required
- Performs other duties as assigned

Created: March 2016
Revised:

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Supervision:
- Reviews and evaluates work methods and procedures and meets with staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies

KNOWLEDGE, SKILLS, AND ABILITIES:
- Advanced knowledge of various housing assistance grants and loan programs and local, state, and federal assisted housing regulations
- Advanced knowledge of the principles and practices of public administration and planning activities
- Advanced knowledge of community development policy and programs
- Skill in the use of Microsoft Office products (Word, Outlook, Excel, and PowerPoint)
- Skill in time management and work organization
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to design, conduct, analyze and interpret results of special studies and reports used to evaluate program effectiveness
- Ability to present information clearly, concisely and in an interesting manner to citizen groups, public officials and the public
- Ability to determine the economic and social problems of the Borough and how they relate to community development
- Ability to enforce complex regulations in a consistent and equitable manner
- Ability to communicate effectively orally and in writing

MINIMUM QUALIFICATIONS:
Bachelor's degree in public administration, urban studies or related field; supplemented by two or more years' experience in federal grant monitoring; or an equivalent combination of education, certification, training, and/or experience. Must possess a valid Pennsylvania Driver's License.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

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PREFERRED QUALIFICATIONS:
- Master's degree in public administration or a related field
- Experience in Community Development Block Grant fund administration as an entitlement community

PHYSICAL REQUIREMENTS:
Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:
Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:
Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors

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The job description does not constitute an employment agreement between State College Borough and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

_____ _____
Name (print)   Supervisor's Name (print)

_____ _____
Employee Signature   Supervisor's Signature

_____ _____
Date   Date

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Revised: