

Human Resources Department

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City of Sanford Position Announcement

Equal Opportunity Employer

Position:	Planner I- Community Development
Department:	Community Development
Starting Salary:	\$55,965.62 per year earned and paid on a bi-weekly basis
Closing Date:	Open until filled

Description of Work/Duties:

- Assists in the administration of a variety of federal and state community development and affordable housing grants; assists in serving as a liaison to local non-profits/organizations in pursuit of affordable housing and reducing homelessness
- Assists in the preparation of reports, review of applications, monitoring subcontractors, and coordination with consultants for a variety of grant related projects such as URP, ESFR, and CDBG. Common tasks include, but are not limited to assisting with client intake, preparation of letters and memos, mailing of packets, and managing income info/paperwork, that is submitted for case files
- Works regularly with non-profits regarding public/private partnership projects and programs for affordable housing and homelessness; assists with providing information and responding to questions on grant problems, which includes the ability to make public presentations and the maintaining of strong working relationships with local, regional, State, and Federal officials
- Serves as primary staff liaison with the S3 Housing Connect Homelessness initiative; typical tasks include, but are not limited to attending/actively participating in monthly meetings (including subcommittee meetings); preparing agendas, taking notes and preparing minutes for the full group monthly S3 meeting; coordinating/maintaining updating information for S3 website
- Conducts research and stays well-versed on trends in affordable housing, workforce housing, Low-to-Moderate Income (LMI), homelessness and supportive housing
- Conducts research on grant opportunities and any other alternative forms of funding for affordable housing and homelessness; requires frequent contact with the public and government officials

Knowledge, Skills and Abilities:

General knowledge of the philosophies, laws, regulations, procedures, and goals of community development programs; the principals and practices of commercial and residential rehabilitation; the scope and function of municipal government, including finance, budgeting, and personnel administration; ability to communicate effectively verbally and in writing, as well as follow verbal or written instructions; ability to establish and maintain effective working relationships with legislative and administrative officials, co-workers, community agencies and the general public; gather, analyze and evaluate information and prepare concise and informative reports or presentations; analyze and manipulate numbers and work with spreadsheets sufficiently to administer community development grants and programs as well as prepare budgets.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning, public administration, or related field and extensive experience in professional planning. Must possess a valid North Carolina Driver's License.

City of Sanford applications are required when applying for a position. Applications may be completed online at www.sanfordnc.net. Please contact Human Resources at 919-777-1130 for more details or with questions.