

PROGRAM COORDINATOR (PLANNING)

DISTINGUISHING FEATURES OF THE CLASS: The work involves applying for and properly utilizing the Community Development Block Grant Program, New York Main Street, New York Housing and Community Renewal, and other funds, to improve living conditions for, expand economic development opportunities for, and provide new or improved public facilities in areas of low and moderate income persons, as well as developing safe housing throughout the county. Work is carried out in accordance with procedures prescribed by federal and state regulations and with the assistance of federal and state funds. Work is performed under the general supervision of the Director of Planning with leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision over the work of others is not a responsibility of employees in this class. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

Uses personal computer to analyze data and statistics;
Collects, prepares, interprets, and updates data and creates maps, charts, reports and presentations;
Conducts visits to applicants and sub-recipients to ensure compliance with grant regulations;
Reviews and processes applications for assistance programs;
Participates in the conduct of research and other data-gathering procedures in the preparation of grant applications;
Acts as a liaison with other County departments, advisory boards, and local officials to coordinate Community Development and Housing program activities and to explain the scope and nature of grant programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of federal, state, and local laws, policies and regulations relating to housing and community development programs;
Thorough knowledge of all aspects of housing rehabilitation, rental assistance, subsidized housing, emergency repair services, local improvement programs, and new construction;
Good knowledge of the technique of research and data interpretation;

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Good knowledge of the modern problems, trends, developments, and professional literature in the field of community development, housing and urban planning;

Good knowledge of financing procedures, practices and resources for public and private housing development and rehabilitation;

Skill in using computer software to create maps, charts and reports;

Ability to compile and prepare oral and written reports;

Ability to establish and maintain effective working relationships;

Ability to communicate clearly and concisely both orally and in writing;

Good judgment,

Initiative;

Tact.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in public or business administration, geography, planning, economics, or closely related field; OR

B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in public or business administration, geography, planning, economics or closely related field and two (2) years of staff administration experience* or administration experience* in planning or in organizing, implementing, evaluating and administering a community development program, a program funded by government grant monies, a public works program (i.e. a highway or sanitary department), housing and urban development program or a closely related field; OR

C) An equivalent combination of training and experience as defined by the limits of A), B) and (C).

NOTE: Education beyond the Bachelor's degree in the field of public or business administration, geography, planning or economics can be substituted for experience on a year-for-year basis.

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***Staff Administration:** Incumbents perform functions in a support role to higher level administrators. This could involve office management; participation in budget preparation and monitoring; personnel; administrative analysis, including involvement in the development and/or review of department-wide practices and procedures; evaluating departmental operations; participation in planning, management activities; purchasing; public relations and other similar functions.

***Administration experience:** responsible direction and control of identifiable organizational unit or program; in addition to the supervision of work groups, an administrator is involved in planning, resource allocation, program evaluation and policy formulation. Experience performing specialized functions or "staff activities" such as budgeting, finance, administrative analyses or personnel, which do not involve the aforementioned responsibilities, are not considered administration experience.

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