

PLANNING AND MONITORING MANAGER

CODES/PAY RANGE

Class code: 5526 EEO Code: B FLSA: E Pay Range: F

MAJOR FUNCTION

Highly responsible administrative work, supervising the planning activities; implementing, coordinating, monitoring and establishing goals and objectives for the planning and capital activity of Community Assistance.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position.)

Plans, directs, and coordinates all aspects of the planning and capital activity with includes sections of planning, capital and monitoring.

Supervises section heads for the Planning unit. Directs the preparation of all grant applications, i.e. CDBG, CSBG, LIHEAP. Ensures communication is open within the division.

Provides guidance in the development of performance and monitoring standards for all Section 8 grant programs.

Coordinates planning activities for CDBG with all cities participating in the Urban County CDBG programs through effective channels of communication.

Assists and evaluates production and progress toward meeting all goals and objectives of the division.

Works with Citizens Advisory groups, non-profit organizations and community groups to identify area needs and activities for implementation.

Responsible for all physical projects the Community Assistance division is involved in. Coordinates with other social services agencies to identify needs for development of grant applications.

Researches various funding sources and develops applications.

Provides technical assistance for the development of public/private initiatives to non-profit and Community based organizations.

Interprets and maintains regulations, statutes and contracts with federal, state and local governments on community programs.

Prepares reports and correspondence to the public, local governments and other County divisions in the accomplishment of assigned duties.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of various federal and state regulations, i.e. CDBG, Section 8.

Knowledgeable of the mechanics of an Urban County Community Development program.

Knowledgeable of fiscal management and budgetary control.

Ability to develop programs and plans that benefit low/moderate income families countywide. Ability to plan and direct the development of comprehensive applications and programs. Ability to work with community organizations, social service agencies, citizen advisory boards, non-profit organizations. Ability to establish and maintain effective working relationships with employees, citizens, state and federal officials. Ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Business Administration, Political Science, Planning preferred and four (4) years supervisory experience in the administration of grant and/or community service programs or related experience.

A comparable amount of education, training or experience may substitute for the minimum qualification.

ADA REQUIREMENTS

Mental Demands: Ability to read and comprehend technical and professional journals and manuals; financial reports, letters, memos, abstracts, instructions; legal documents, ordinances and statutes. Ability to perform shop math. Ability to write reports, financial reports, memos, letters, manuals, instructions and procedures. Ability to speak publicly; conversant in theory and practices of discipline; persuasive speaking. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Physical Demands: Sedentary work. Ability to talk, see.

Environmental Demands: Inside work

Revised 1/05

Revised 10/97

Replaces 10/94