



## Housing and Community Development Planner

**POSITION DUTIES:** Develop proposals and applications for state and federal infrastructure grant programs and provide program implementation and administration services to INCOG member governments.

### **ESSENTIAL TASKS:**

- Assist in the development and preparation of annual grant application processes for HUD federal and state grant programs.
- Develop and implement policies and procedures for HUD affordable housing programs and community development program and state community development programs.
- Collaborate closely with federal and state funding sources and coordinate involvement from other stakeholders.
- Act as either primary point of contact for a specific program, or act as part of an internal team to manage the program.
- Coordinate the activities of contractors and local government staff to implement all aspects of an assigned program.
- Assist in the development and implementation of program budgets and submit reports as needed.
- Ensure program compliance with all applicable laws and regulations, including labor standards, wage compliance, and competitive bidding regulations.
- Develop appropriate criteria and rating tools for grant-funded projects.
- Prepare solicitations and selection process for funded projects.
- Provide programmatic, financial, and software technical assistance for units of local government who receive community development funds.
- Process and/or coordinate the processing of requests for reimbursements, contract modifications, contract monitoring reports, and closeout documents.
- Facilitate and ensure the completion of on-site monitoring visits to ensure financial and programmatic compliance with program rules.
- Research grant opportunities for the purpose of developing additional funding resources for both current and proposed services.
- Assist in the preparation of Tulsa County's Consolidated Plan and Annual Action Plan processes, according to HUD regulations.
- Assist in the preparation of Tulsa County's Consolidated Annual Performance Evaluation Report processes, according to HUD regulations.
- Assist Tulsa County and ODOC Small City grant recipients in meeting equal opportunity, citizen participation, and fair housing requirements for participation in the CDBG and HOME programs.
- Perform routine monitoring activities to ensure that programs are progressing in a timely manner and conform to applicable federal regulations.
- Perform on-site financial and programmatic monitoring of community development programs to ensure compliance with all applicable laws and regulations.
- Prepare reports on problems found and corrective action to be taken and establish due dates for resolution of identified problems.
- Prepare environmental reviews to ensure compliance with HUD regulations.

- Work with state programmatic and fiscal staff as well as federal staff to ensure the successful closeout of previous grants. This includes assisting with the final reconciliation of financial reports, organizing programmatic reports, and assisting federal partner staff with site monitoring.

## **QUALIFICATIONS:**

### Training and Experience:

Bachelor's or Master's degree in urban planning, public administration, or related field and two years' experience in developing and administering projects required or an equivalent combination of education and experience. Direct experience in community development and/or economic development programs desirable.

The position requires technical knowledge of federal grant programs including CDBG and HOME. Applicants should demonstrate knowledge of federal, state, and local regulations on grant-funded programs; non-federal resources available for community and economic development programs; the principles and practices of governmental budgeting, accounting and finance; labor laws, equal employment opportunity regulations and labor standards and basic knowledge of municipal and county government functions.

### Knowledge, Abilities and Skills:

Must possess basic knowledge of federal, state, and local regulations, rules and guidelines as relates to HUD-funded programs including HOME and CDBG. Must have experience with affordable housing and community development strategies and tools. Ability to identify housing and community development needs and develop plans; ability to prepare detailed documents/reports; ability to work effectively with a broad range of people and positions, agencies and corporations; ability to comprehend and interpret complex rules, regulations and laws; ability to effectively communicate both verbally and in writing.

Individual Must possess excellent oral and written communication skills. Must be proficient in Microsoft Windows, PowerPoint, Excel, Word, and Outlook.

The following skills and traits are required:

- Grant management or project management experience.
- Excellent written and oral communication skills.
- Strong logistic and organizational skills.
- Enthusiasm, flexibility, and the ability to adapt.
- The ability to meet deadlines and prioritize tasks.
- The ability to read, interpret and apply federal guidance.
- Leadership skills and the willingness to take ownership and responsibility.
- Candidates must have proficient software and computer skills for communication, data, and project analysis.
- Strong problem-solving ability, attention to detail, knowledge of applicable federal and state laws pertaining to grants, general accounting knowledge, and the ability to balance and plan for competing demands.
- Candidates must also be eager and willing to add to their existing knowledge base and skillset.

**WORKING ENVIRONMENT:**

Working environment is primarily indoors in an office setting. Will require significant time working with local governments outside of the office both during and outside of normal work hours.

Submit a resume, detailing relevant employment history, experience, education, and contact information, and cover letter that explains why you are interested and qualified for this position to Personnel Director, INCOG, Two West 2<sup>nd</sup> Street, Ste. 800, Tulsa, OK 74103 or e-mail to [incog@incog.org](mailto:incog@incog.org)