

## **Clinton County, Pennsylvania Position Description**

**Title:** Planner/Grant Writer/Administrator  
**Department:** Planning/Community Development  
**Date:** Revised December 2016

### **Purpose of Position**

The purpose of this position is to prepare and administer a variety of federal, state, and local grants to implement County community development and planning priorities, and provide for the growth and revitalization of the County. The work is performed under the direction of the Planning Director.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Prepares a variety of state and federal grant applications and administers awarded grant contracts including CDBG, ESG, HAP, PHARE, and others.
- Serves as federal compliance officer regarding multiple aspects of federal law; ensures compliance of grantees and their projects with federal, state, and local law.
- Manages the fiscal process and financial recordkeeping pertaining to grant funds. Facilitates the activities of federal, state, county and independent fiscal auditors.
- Works with municipalities to develop project plans.
- Supervises implementation of project plans; inspects project sites and interviews project employees; maintains all project files according to required retention criteria.
- Conducts and facilitates meetings with contractors, developers, municipalities and citizens; attends other meetings as assigned.
- Conducts project environmental reviews and compiles all related records.
- Assists in the preparation of the Planning Commission's Annual Report and prepares the County's Three-Year Community Development Plan.
- Assists with ordinance administration including County subdivision, land development and zoning ordinances.
- Performs other related functions as assigned or required.

Clinton County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Planning, Public Administration, or related field with two to three years of community development and grant administration experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Public fiscal or bookkeeping experience. Position requires a valid Pennsylvania driver's license.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### Language Ability and Interpersonal Communication

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.

Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as grants, invoices, plans, ordinances, reports, legal notices, maps, regulations, requirements, policies, procedures, guidelines and non-routine correspondence.

Requires the ability to communicate orally and in writing with the Planning Director and all department personnel, other County departments, officials, Board and Commission members, citizens and the public.

#### Mathematical Ability

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, decimals, and fractions and utilize statistics.

#### Physical Requirements

Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, vehicles and/or related materials used in performing essential functions.

Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as typing.

Tasks involve the ability to exert moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

#### Environmental Adaptability

Ability to work under safe and comfortable indoor conditions and outdoor conditions where exposure to environmental factors (weather, construction site hazards) may cause

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discomfort or pose a limited risk of injury.

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I have read the above position description and fully understand the requirements set forth therein. I accept the position and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

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Employee's Signature

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Supervisor's Signature

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Date

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Date