Crawford County Planning Office
Crawford County Assistant Planning Director for Community Development

Revised – February 26, 2020

Job Description
Under the direction of the Planning Director, the Assistant Planning Director for Community Development is responsible to assist in the implementation of the County’s comprehensive plan through the application, compliance, disbursement, management, and monitoring of Federal, State, and local funding.

The Assistant Planning Director for Community Development performs a wide variety of grant related tasks including, but not limited to, communication on federal, state and local funding programs, pre-application project development, grant application preparation, grant award oversight which includes management of compliance and monitoring, along with coordination of community development efforts between local, regional, state and federal partners.

Funding resources that are overseen by this position include, but are not limited to, Crawford County’s Community Development Block Grant program, Crawford County’s Act 13 Marcellus Shale program, and Crawford County’s Act 137 Affordable Housing Fund. Competitive grant awards from the following state or federal agencies would be overseen by this position.

- Pennsylvania Museum and Historical Commission (PHMC)
- Department of Conservation and Natural Resources (DCNR)
- Department of Commerce and Economic Development (DCED)
- Commonwealth Finance Authority (CFA)
- Department of Environmental Protection (DEP)
- Pennsylvania Department of Transportation (PennDOT)
- Federal Emergency Management Agency (FEMA)
- Pennsylvania Emergency Management Agency (PEMA)
Essential Tasks
(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 to the position.)

The Assistant Planning Director for Community Development must be able to:

- Analyze and recommend grant programs for eligible projects;
- Formulate grant applications for community development initiatives;
- Interpret and implement management of grant compliance operations;
- Formulate and provide written and oral reports;
- Provide advice regarding impacts from community development initiatives and grant programs on County operations or finances;
- Implement accounting and grant reporting in cooperation with the Finance Department;
- Keep financial records from the administration of grants;
- Analyze and recommend changes to operational practices for tracking, reporting and evaluating community development programs;
- Document and coordinate requirements for compliance with grant regulations;
- Provide consultation or advice on regional, state and federal grant programs;
- Coordinate short- or long-term community development initiatives;
- Represent the County when coordinating grant and community development projects with community groups, municipalities, and other County authorities;
- Collaborate with government officials and agencies at the local, state, and federal levels;
- Perform related duties as required.

Required Education & Experience
The Assistant Planning Director for Community Development should have the following:

Bachelor’s degree in urban/regional planning, public administration/policy, or related field from an accredited four-year institution required. A Master’s degree is preferred.

Competencies
The Assistant Planning Director for Community Development should be:

- Experienced with grant administration and compliance;
- Highly organized and detail-oriented;
- Self-motivated;
- Able to work independently or as part of a team;
- Able to establish and maintain cooperative working relationships;
- Able to present complex information to audiences whose understanding of the subject matter varies;
- Able to present and communicate clearly and concisely, both orally and in writing;
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- Proficient with standard computer software including Microsoft Suite, Geographic Information Systems (GIS); and
- Able to demonstrate strong project management and time management skills.

**Supervisory Responsibility**
Directly supervises employees in the Community Development Section. This position assists the Planning Director in carrying out supervisory responsibilities in accordance with County policies and applicable laws. Responsibilities may include interviewing, hiring, and training employees; developing and assigning workload; conducting work performance evaluations; addressing complaints and resolving problems.

**Salary**
The Assistant Planning Director for Community Development position is a non-union management position which offers a competitive salary with a full benefit package after 90-days.

**Acknowledgment**
The Assistant Planning Director for Community Development description serves as a guideline for communicating the essential functions and necessary information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where and when appropriate.

*Crawford County is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*