

# CITY OF HELENA



**Position Title: Planner II/Grants Coordinator**

**Department: Community Development    **Division: Administration****

**FLSA: Non-Exempt**

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Purpose:**

This position is responsible for coordinating/providing development administration of grants and projects for housing, economic development and other community development related activities within the Community Development Administration/Planning Division services and other activities including those related to ADA compliance and coordination and when needed, land use and development and other related activities.

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

**Housing and Grant Coordinator:**

This position will pursue alternative funding sources for special projects, research availability of grants, prepare grant applications and administer grants for various city projects. The incumbent is the project lead for future housing, economic development and other related grants and related projects that align with the priorities of the Community Development Department and the City of Helena. The incumbent will administer all related grants and ensure compliance with all applicable rules and regulations; monitor project/program progress; and prepare all necessary documents associated with the administration of the grant/program.

The incumbent manages relationships with community partners in the non-profit, public, and private sectors and acts as the local government liaison to grantees and contract holders.

The position facilitates annual public hearings and public comment periods in compliance with federal guidelines; participates in public forums and planning groups in order to examine issues, develops programs and plan services; facilitates meetings for the collaboration of a variety of interests and helps to define and set priorities for the City HCD with regard to affordable housing and other community development related activities.

**ADA Coordinator:**

The incumbent serves as the City of Helena ADA Coordinator. This position supports all ADA activities within the City not related to employment. The position assists City Departments in the planning, training and implementation of compliance activities. The incumbent processes and investigates all ADA grievances in accordance to City policy not related to employment and serves as the staff person for ADA Compliance. This position works with other agencies' advocates and the general public in coordinating ADA education and compliance for the City of Helena.

**Planning and Other Related Activities:**

This position is occasionally assigned duties in the field of zoning land use and development. The position reviews development proposals and site plats for conformance with codes, plans, and regulations. The incumbent evaluates, reviews, schedules and processes use permits, variances, and zoning and subdivision applications; prepares technical reports dealing with zoning and planning issues; and provides recommendations and assists in planning related activities. The position will assist in the implementation of the Growth Policy and its updates. This position may be required to conduct research in specific or

general project areas and be able to interpret and apply applicable state and local codes, ordinances, and regulations.

**Essential Knowledge, Skills and Abilities Related to this Position:**

**Knowledge of:**

- Operational characteristics, services and activities of a comprehensive planning program including development and administration
- Local, state and federal grant or loan programs and of standard grant procedures, including proposal development and preparation, grant administration and financial reporting, and program evaluation
- Issues in community development, human services, environment, housing and community service
- Theories, principles and practices of current and advanced planning
- Pertinent Federal, State and local ordinances, codes and regulations
- Principles and practices of data collection and report preparation
- Various disciplines (e.g., Planning, Development, Building, Economic Development) to effectively communicate with other City departments and local agencies governmental jurisdictions, local businesses, city staff and other diverse individuals and groups

**Skill or ability to:**

- Make public presentations on complex issues and represent the organization in a professional capacity
- Communicate expectations, resolve conflicts, and build trust
- Communicate effectively with others, both orally and in writing, using both technical and nontechnical language
- Understand and follow oral and/or written policies, procedures and instructions

**Physical Demands:**

Duties are generally performed in an office setting where hazards and discomforts are controlled and modifiable. Some duties require the ability to access work sites requiring the ability to walk on uneven surfaces and exposure to inclement weather. Requires making presentations to Commission, other agencies and the public; also requires a high level of contact with elected officials, boards, commissions and citizen groups.

**Safety**

The position performs all functions of the job in the safest possible manner and according to policies and procedures. The incumbent participates fully with safety trainings. The position reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

**Minimum Qualifications (Education, Experience and Training):**

This position requires a minimum of a bachelor's degree in public or business administration, urban planning, economics, social sciences, liberal arts, or related field and two years of professional experience in planning and grant preparation and administration in a public agency. Other relevant combinations of education and work experience may be evaluated on an individual basis.

**License or Certificate:**

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

**Supervision Received:**

Supervised by the Community Development Director

**Supervision Exercised:**

May supervise volunteers from time to time

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.