



JOB ANNOUNCEMENT

Open to City Employees and the General Public

Date Opened: November 15, 2018

Closing Date: December 2, 2018, 5:00 p.m.

Planner I, II or III – CDBG

18-10-190

Department: Community Development

Salary Range: See Below

Reports to: Community Development Director

Supervises: None

Salary Ranges

Planner I – CDBG Salary Range: 39 (\$38,691 - \$58,037/year)

Planner II – CDBG Salary Range: 45 (\$44,870 - \$67,304/year)

Planner III – CDBG Salary Range: 54 (\$56,036 - \$84,054/year)

Position Summary

Under the general direction of the Community Development Director, gathers, tabulates, analyzes, and presents data in the form of written, graphic, or oral reports for use by the City of St. George Community Development Department. This level is responsible for managing the Community Development Block Grant program.

Planner I – CDBG - Essential Functions (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. The list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

1. Administers the Community Development Block Grant (CDBG) program. Maintains records and correspondence related to the CDBG program.
2. Oversees required records retention, financial management, and reporting in conjunction with grants and loan program.
3. Supervises and monitors sub-recipients, including performing site visits and providing technical assistance necessary for the proper implementation of funded activities.
4. Interprets federal regulations for the CDBG Program.
5. Oversees the general CDBG activities administered by departmental staff and other city departments.
6. Coordinates the preparation of the Consolidated Annual Action Plan and CAPER.
7. Maintains the HUD Integrated Disbursement and Information System (IDIS).
8. Performs financial management of all accounts including grants. Reconciles accounts with IDIS and the City.
9. Provides the public with information assistance on CDBG, planning, zoning, and development issues such as zoning, annexation, site plans, and conditional uses. Assists the public to define concerns and presents questions to management.
10. Participates in the research and preparation of planning projects by gathering, tabulating, and analyzing

demographic, land use, housing, and economic data. Presents findings to management and/or Planning Commission.

11. Gathers and analyzes statistical data regarding planning. Conducts feasibility studies.
12. Performs other related duties as required.

Planner II – CDBG - Essential Functions (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. The list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

1. Administers the Community Development Block Grant (CDBG) program. Maintains records and correspondence related to the CDBG program.
2. Oversees required records retention, financial management, and reporting in conjunction with grants and loan program.
3. Supervises and monitors sub-recipients, including performing site visits and providing technical assistance necessary for the proper implementation of funded activities.
4. Oversees the general CDBG activities administered by departmental staff and other city departments.
5. Interprets federal regulations for the CDBG Program.
6. Coordinates the preparation of the Consolidated Annual Action Plan and CAPER.
7. Maintains the HUD Integrated Disbursement and Information System (IDIS).
8. Performs financial management of all accounts including grants. Reconciles accounts with IDIS and the City.
9. Reviews application requests and development plans for site plans, conditional use permits, re-zoning petitions, site inspections, subdivisions, hillside development, etc. to monitor community compliance with the city's General Plan; zoning, development, and sign ordinances; and other city policies and plans.
10. Meets with the general public to answer and discuss CDBG, planning, zoning, and development issues; assists the public to define concerns and presents public questions to management; and follows up with public to apprise of city policy and decisions.
11. Conducts field research on issues, policies, and concepts pertaining to planning, zoning, and community development; presents findings to Board of Adjustment, Planning Commission, and City Council; and prepares written reports in response to public requests for zoning applications and various ordinance changes.
12. Participates in public meetings; prepares and makes presentations to the Planning Commission, Board of Adjustment, and City Council meetings relating to development applications, variances, appeals, zoning amendments; and insures that accurate records are kept.
13. Performs other related duties as required.

Planner III – CDBG - Essential Functions (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. The list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

1. Administers the Community Development Block Grant (CDBG) program. Maintains records and correspondence related to the CDBG program.
2. Oversees required records retention, financial management, and reporting in conjunction with grants and loan program.
3. Supervises and monitors sub-recipients, including performing site visits and providing technical assistance necessary for the proper implementation of funded activities.
4. Oversees the general CDBG activities administered by departmental staff and other city departments.

5. Interprets federal regulations for the CDBG Program.
6. Coordinates the preparation of the Consolidated Annual Action Plan and CAPER.
7. Maintains the HUD Integrated Disbursement and Information System (IDIS).
8. Performs financial management of all accounts including grants. Reconciles accounts with IDIS and the City.
9. Reviews application requests and development plans for site plans, conditional use permits, re-zoning petitions, site inspections, subdivisions, hillside development, etc. to monitor community compliance with the city's General Plan; zoning, development, and sign ordinances; and other city policies and plans.
10. Meets with the general public to answer and discuss CDBG, planning, zoning, and development issues; assists the public to define concerns and presents public questions to management; and follows up with public to apprise of city policy and decisions.
11. Conducts field research on issues, policies, and concepts pertaining to planning, zoning, and community development; presents findings to Board of Adjustment, Planning Commission, and City Council; and prepares written reports in response to public requests for zoning applications and various ordinance changes.
12. Participates in public meetings; prepares and makes presentations to the Planning Commission, Board of Adjustment, and City Council meetings relating to development applications, variances, appeals, zoning amendments; and insures that accurate records are kept.
13. Prepares proposals in draft form for amendments to zoning ordinance or policy governing local planning, zoning, and development.
14. Performs other related duties as required.

Typical Physical/Mental Demands/Working Conditions

Light physical effort. Comfortable working positions handling light weights. Intermittent sitting, standing, and walking. Generally pleasant working conditions. No health or accident hazards inherent in work performed. Intermittent exposure to stress as a result of human behavior and time constraints.

Planner I – CDBG - Qualifications

Education: Graduation from an accredited college or university with a bachelor's degree in urban planning, public administration, or a closely related field. If a degree is not a closely related field, experience in planning may be substituted for education requirement.

Experience: Minimum of one (1) year full time paid professional experience managing CDBG programs and land use planning or closely related field or an equivalent combination of education and experience. A Master's degree in Planning or a related field may be substituted for the experience requirement. Preference will be given to those candidates with CDBG experience.

Licenses and/or Certifications: Must possess a valid driver license. A valid Utah Driver License must be obtained within 60 days of hire and be maintained throughout employment.

Planner II – CDBG – Qualifications

Education: Graduation from an accredited college or university with a bachelor's degree in urban planning, public administration, or a closely related field. If a degree is not a closely related field, experience in planning may be substituted for education requirement.

Experience: Minimum of two (2) years full time paid professional experience in CDBG and land use planning or closely related field. A Master's degree in Planning or a related field may be substituted for the experience requirement. Preference will be given to those candidates with CDBG experience.

Licenses and/or Certifications: Must possess a valid driver license. A valid Utah Driver License must be obtained within 60 days of hire and be maintained throughout employment.

Planner III – CDBG - Qualifications

Education: Graduation from an accredited college or university with a bachelor's degree in urban planning, public administration, or a closely related field.

Experience: Minimum of five (5) years full time paid professional experience in land use planning and zoning administration. A Master's degree in Planning or a related field may be substituted for the experience requirement, with a minimum of three (3) actual years of experience. Preference will be given to those candidates with CDBG experience.

Licenses and/or Certifications: Must possess a valid driver license. A valid Utah Driver License must be obtained within 60 days of hire and be maintained throughout employment.

Knowledge, Skills, and Abilities

Knowledge of:

- Principles and procedures dealing with grant and loan administration; auditing and evaluation techniques regarding ensuring compliance with regulatory requirements.
- Thorough knowledge of state and federal regulations pertaining to HUD/CDBG and state programs. Knowledge of IDIS and Quicken; Knowledge of contract & financial management and grant administration.
- Principles, techniques, and objectives of land use planning.
- Relevant planning and zoning ordinances.
- Knowledge and experience in customer service or dealing with the public in a professional environment.
- Knowledge of and interpretation of federal regulations for the CDBG Program.

Ability to:

- Compose clear and concise written and oral reports, including report preparation and presentation, data collection, analysis and dissemination of information, and preparation of technical comments.
- Ability to read, interpret and apply complex regulations.
- Read and understand design drawings, topographic maps, and construction plans.
- Establish and maintain effective working relations with elected officials, department heads, subordinates, the public, and officials and employees of other jurisdictions.

To Apply: Submit a completed City of St. George Employment Application online at careers.sgcity.org. Applications are reviewed on an ongoing basis. Position closes 12/02/2018 at 5:00 p.m. Refer questions to Human Resources at 435-627-4670. Pre-employment drug screening and criminal background screen are required. EOE. We make reasonable efforts to provide reasonable accommodation to disabled candidates.