



10/10/02

**CITY OF NORMANDY PARK**

**JOB DESCRIPTION**

**TITLE:** Grant Coordinator/Associate Planner  
**DEPARTMENT:** Planning and Community Development  
**REPORTS TO:** Planning and Community Development Manager  
**EMPLOYMENT STATUS:** Regular, full-time, non-exempt at will position

**SUMMARY**

Under the direction of the Planning and Community Development Manager, the Grant Coordinator/Associate Planner executes a variety of tasks ranging from authoring grant applications and administering funded grants to conducting the essential, daily functions of the Planning Department. The Grant Coordinator is classified as a Fair Labor Standards Act (FLSA) non-exempt position.

**ESSENTIAL JOB FUNCTIONS**

- Author and coordinate grant application packages.
- Contact and meet with funding agencies, obtains information, monitors funding opportunities, and promotes City projects and programs to the agencies.
- Serve as grant administrator, answering agency questions, and updating grant applications, if required.
- Prepare technical reports and data analysis using a computer.
- Prepare for and attend regional meetings.
- Coordinate transportation and capital facilities planning between Planning and other City Departments.
- Prepare monthly status reports to the Planning Manager.
- Prepare and make presentations at City Council, Planning Commission and Board of adjustment meetings.
- Develop programs to promote and educate the public about planning and public works issues.
- Monitor federal, state and local legislation.
- Provide project specific management as assigned.
- Receive and respond to public inquiries on the telephone, in writing or in person regarding planning, building, and public works issues.
- Take and transcribe minutes.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationship with others.
- Read and interpret land use plans and maps, including site plans, topographic maps, elevations, environmentally sensitive area maps, and zoning maps.
- Review building permits and land use applications to assure compliance with zoning and other development regulations.

## **SCOPE OF RESPONSIBILITY**

Under the direction of the Planning Manager, the individual who is assigned to this classification is responsible for their own work product. The Grant Coordinator is responsible for monitoring and adhering to internal and external deadlines and preparing complete, high-quality work products.

## **TYPICAL DUTIES**

- Author and prepare grant application packages, determine grant funding options, contact funding agencies, obtain schedules, submit application packages, and meet with local community groups to gain support, coordinate and monitor funding opportunities and timelines.
- Administer funded grants, update grant applications, prepare and submit required reports to funding agencies in a timely manner.
- Prepare technical reports and data analysis using computer, present reports to staff, other departments, Planning Commission, Board of Adjustment, or City Council, as required.
- Work with granting agencies, meet with agency staff, promote projects and programs, and answer agency questions.
- Prepare monthly status reports to the Planning Manager and attend City Council Planning and Public Works Committee meetings, and prepare agenda bills and make presentations at meetings as required.
- Coordinate transportation and capital facilities planning between Planning and other City departments.
- Prepare project priority documents including but not limited to annual updates to the Six-Year Transportation Improvement Plan.
- Serve as Departmental representative on local, regional, and state committees and boards.
- Prepare maps, exhibits, drawings, charts, and other graphic materials and provides technical testimony.
- Monitor federal, state and local legislation and prepares comments on draft legislation as appropriate.
- Perform cost analyses, data analyses, and research as related to planning and public works issues as necessary, provides project specific management as assigned.
- Assist the public regarding development permit process and respond to general and technical planning questions.
- Receive permit applications and ensure completeness of application and conduct zoning reviews.
- Assist the Planning Manager with environmental reviews and SEPA determinations, obtain documents from applicant, mail findings to agencies, and post appropriate notices.
- Within the limit of experience and knowledge, interpret and explain all applicable Federal, State, and Municipal regulations and codes to developers, property owners, residents and the general public.

- Analyze development and land use proposals to assure compliance with the City Comprehensive Plan and shoreline, zoning, environmental regulations and other applicable requirements and regulations.
- As required, attend evening Board of Adjustment and Planning Commission meetings for the purpose of presenting staff reports, prepare meetings packets, submit findings of fact and conclusion of law, transcribe meeting minutes.
- Represent City by preparing for and attending regional and other work-related meetings and conferences.
- Other similar duties as may be assigned.
- Occasional walking on uneven ground and in adverse weather conditions may be required for site visits.

## **QUALIFICATIONS**

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.

- Bachelors degree in planning, public administration or other related field of study; and two years of work experience related to grant writing and administration, capital facilities planning or transportation planning or any combination of education and experience which would provide the applicant with desired skills, knowledge and ability required to perform the job.
- Knowledge of preparing grant applications and assuring grant requirements are met.
- Knowledge of conducting research and preparing data and cost analyses.
- Knowledge of the principals and practices of urban planning including zoning, subdivisions, code development, and administration.
- Knowledge of permit processing, zoning and building code procedures as well as municipal liabilities.
- Ability to establish and maintain effective working relationships with various segments of the community, including businesses, senior citizens, youth, other government agencies, other employees, elected officials and the general public.
- Ability to read and interpret regulations, construction plans, and maps including, site and plot plans, topographical maps and zoning maps.
- Ability to prepare and administer various, diverse work programs including monitoring budgets, work schedules, grant requirements and progress reviews.
- Ability to exercise independent judgment and decision making under the managerial direction of the Planning Manager in carrying out programs and projects.
- Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or controversial public policy issues or regulations, using tact, patience and courtesy in dealing with angry or upset individuals.
- Self-motivation, discipline and the ability to handle adversity and pressure well.

**SPECIAL REQUIREMENTS**

- Requires a valid Washington State Drivers License and a driving record free of significant moving violations.

The statements contained herein reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Department Manager Review: \_\_\_\_\_ Date: \_\_\_\_\_

Position Authorized: 2/26/01 Approved: \_\_\_\_\_

Job Description Approved by City Council: 2/06/01 amended; May 31, 2001