

Grants Coordinator. Southern Alleghenies Planning & Development Commission (SAP&DC), a regional economic development agency, based in Altoona, PA, seeks candidates for the position of Grants Coordinator. Organized, driven professional with BA/BS in technical writing, planning, geography, public administration, communications, or related discipline. Job activities to include providing grant writing support to local planners and stakeholders, conducting new and existing grant management, and related data research/analysis. The position will require the ability to learn and function effectively in a variety of project areas, including creative and technical writing and a broad range of community and economic development activities. Must possess excellent computer and both written and oral communication skills.

Starting salary of \$35,000/year with excellent fringe package. Reply with resume and three professional references to: SAP&DC, Attn: Debbie Shaffer, 3 Sheraton Drive, Altoona, PA 16601 or via email at dshaffer@sapdc.org no later than 4:00 PM on Friday, February 1, 2019. Replies kept in strictest confidence. EOE.

SAP&DC

S O U T H E R N
A L L E G H E N I E S
P L A N N I N G &
D E V E L O P M E N T
C O M M I S S I O N

TITLE: Grants Coordinator
DEPARTMENT: Planning & Community Development (P&CD) Division
FLSA STATUS: Full Time Non-Exempt
CLASS: P-1

JOB RELATED BEHAVIORAL COMPETENCIES:

A “Competency Library” (document) serves as a source of definitions and as a guide for competencies necessary for successful job functioning in the position of Grants Coordinator. Cooperatively with the Director, Planning & Community Development, pertinent competencies-specific behavioral indicators are then selected for the position of Grants Coordinator. These will serve, in part, as the basis for performance evaluation.

OVERALL PURPOSE OF JOB:

This position is responsible for assisting with the Commission’s Community and Economic Development initiatives to include project development, grant writing, conducting outreach and delivering technical assistance to the region’s local governments and non-profit organizations.

ESSENTIAL FUNCTIONS OF JOB: (other duties may be assigned)

1. Provides Grant Writing Assistance and Coordinates Project Implementation.

PERFORMANCE MEASURES

- Provides professional and technical assistance to local governments and non-profits in the areas of grant writing and project development to include proposals to the Appalachian Regional Commission (ARC), Economic Development Administration (EDA), United States Department of Agriculture (USDA), Pennsylvania Department of Conservation and Natural Resources (DCNR), Pennsylvania Department of Transportation (PENNDOT), as well as other state and federal funding partners.
- Participates in community development planning activities with county planning commissions, local governments, and non-profit organizations.
- Assists with researching potential funding sources for community and economic development projects within the region and maintains a database of relevant information.
- Assists with required updates to the region’s Comprehensive Economic Development Strategy (CEDS) and assists with implementation of the plan.
- Assists with updating the Southern Alleghenies Bicycle & Pedestrian Plan and works with local partners to coordinate implementation activities identified within the plan.
- Assists with coordinating and implementing the PA Walk Works Program.

- Implements the Penn State Data Center Affiliate Program by conducting census research, analysis, report creation, and assisting referrals for the Commission and as requested by private and public individuals and agencies.

2. Assists with the implementation of the Southern Alleghenies Greenways Mini-Grants Programs.

PERFORMANCE MEASURES

- Conducts the development of marketing materials for program solicitation to include application documents and relevant exhibits to satisfy contractual requirements.
- Assists with conducting informational workshops throughout the region to provide program assistance and guidance to interested applicants.
- Reviews and prioritizes applications submitted by eligible organizations in the region in coordination with the Community & Economic Dev. Program Manager and the Planning Advisory Committee.
- Provides project administration to include technical assistance to project grantees, the review of payment requests from grantees, coordination of project site visits, and project closeout.
- Coordinates with the appropriate contacts at PA Dept. of Conservation and Natural Resources (DCNR) to ensure that all program guidelines are being met.

3. Implements the Executive Order Review Process.

PERFORMANCE MEASURES

- Reviews Executive Order 12372 project applications in accordance with the region's Comprehensive Economic Development Strategy (CEDS) and makes recommendations for approval on a monthly basis.
- Ensures the timely and accurate preparation of E.O. 12372 documentation to the SAP&DC Board of Directors and project applicants.
- Provides an annual list of investments recommended for federal funding to be included in the annual CEDS Report as required by the Economic Development Administration.

4. Participates in Committee Activities.

PERFORMANCE MEASURES

- Participates in the Planning Advisory Committee (PAC) quarterly.
- Participates in regular meetings of the Regional Broadband Task Force.
- Assists with coordination of special planning activities initiated by the PAC, including the regional, implementable, comprehensive planning initiatives.
- Participates in meetings of the Comprehensive Economic Development Strategy (CEDS) Committee.
- Participates in meetings of the Active Transportation Committees at the county level and meetings of the Rural Transportation Technical Committee (RTTC) when appropriate.

5. Meets Attendance Requirements.

PERFORMANCE MEASURES

- Consistently reports to work as scheduled or uses appropriate call-in procedures for obtaining approval for time off.
- Consistently reports to work, meetings, and other business appointments on time and prepared.
- Achieves a healthy balance between work and personal life.

OTHER DUTIES OF JOB:

1. Represents the Commission at various functions as requested.
2. Presents information to the SAP&DC Board of Directors and other groups, as requested.
3. Participates in professional associations and events as required.

SUPERVISION RECEIVED:

Supervision is received from the Community & Economic Development Program Manager

SUPERVISION ADMINISTERED:

This position typically does not require the supervision of staff.

MENTAL DEMANDS TYPICAL OF THIS POSITION:

Ability to manage multiple projects/tasks, utilize creativity, ability to adapt to a constantly changing work environment, and maintain a high level of record keeping. Routine paperwork, provide close attention to detail, ability to work under high pressure for results, meet frequent deadlines, and work closely with others.

PHYSICAL DEMANDS TYPICAL OF THIS POSITION:**Constantly Incurred (More than 75% of time on job)**

Ability to sit, Repetitive finger movement

Frequently Incurred (Between 25% - 75% of time on job)

Ability to stand, Ability to walk

Occasionally Incurred (Less than 25% of time on job)

Ability to lift (light, maximum 50 lbs.)

WORKING CONDITIONS TYPICAL OF THIS POSITION:**Frequently Incurred (Between 25% - 75% of time on job)**

Ability to participate in same day in-district and/or overnight out-of-town travel for meetings and conferences using a personal or rented vehicle.

Occasionally Incurred (Less than 75% of time on job)

Ability to work overtime as necessary.

PERSONAL PROTECTIVE EQUIPMENT TYPICAL OF THIS POSITION:

This position typically involves general office working conditions and occasionally involves visiting project sites that may require the use of personal protective equipment such as protective hearing and eyewear or a helmet.

QUALIFICATIONS:**Education**

Bachelor's degree in technical writing, planning, geography, public administration, communications, or related discipline.

Experience/Training

Strong communication, MS Office, analytical, and organizational skills required.

KNOWLEDGE, SKILLS, AND ABILITIES TYPICAL OF THIS POSITION:

Problem Solving Skills

Troubleshoots or takes initiative to solve problems.

Communication Skills

Clearly and consistently verbally communicates priorities.

Utilizes appropriate grammar, punctuation, and accuracy in written correspondence, manuals, or publications.

Math Skills

Performs accurate basic mathematical functions such as addition, subtraction, multiplication, and division.

Computer Knowledge

Word Processing Software

Spreadsheet Software

Internet/E-Mail

Database/Contact Management Software

Other Characteristics

Ability to exercise discretion and independent judgment in making decisions.

Ability to draw upon education and training.

Documentation and observation skills.

Strong organizational skills.

Ability to follow established confidentiality policy.

Ability to follow established safety standards.

Ability to use various office equipment, i.e., copier, fax, shredder, printer, etc.

Ability to communicate effectively in written and oral media.

Strong attention to detail and accuracy.

Ability to follow established standards and procedures.

Ability to effectively use computer technology, including word processing, and database management.

This job description does not list all the job duties. Occasionally, supervisors or managers may ask you to perform other instructions and duties. Your evaluation is based in part upon your performance of the tasks listed in this job description and these other duties.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the Commission may terminate employment at any time, for any reason.

Signature of Employee

Date

Signature of Supervisor/HR Representative

Date

Executive Director

Date

Date Prepared/Revised: January 2019