



County of Calhoun

Job Description

Job Title: Planning and Grants Director
Department: 4800 - Building & Planning
Reports To: Deputy Administrator
FLSA Status: Exempt
Prepared By: B Roberson
Prepared Date: July 19, 2023

Summary

Plans, organizes, directs, and administers planning, zoning, land development and grants for the County of Calhoun ensuring compliance with applicable rules, regulations, policies, and procedures by performing the following duties.

Essential Duties and Responsibilities

The duties outlined below represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary.

- Responsible for administering and implementing the activities and programs pertaining to county planning as required.
- Conducts related functions such as compiling and analyzing data, implementing state mandated programs and policies.
- Responsible for administering planning laws for the county.
- Prepares, processes, and/or maintains records and documents in the performance of duties such as letters, planning commission reports, subdivision reports, memos, and survey forms.
- Interacts and communicates with the planning commission, Board of Zoning Appeals land developers and the public and other county employees as necessary to provide help, advice and complete other job activities.
- Serve as the primary contact for grants-related activities for county departments.
- Search for, research and assist with grant writing, collect data from recipient departments, and identify funding opportunities.
- Serve as inter-governmental liaison between the County and state/federal agencies in relation to grant projects.
- Lobbies granting agencies and organizations to continue funding on existing projects, if applicable.

Performs other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree from four-year College or university; and two to four years related experience and/or training, or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

Microsoft Office Proficient

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to high, precarious places and outside weather conditions. The employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

This job description does not constitute an employment agreement between the County and the employee and is subject to change by the County as its needs and requirements of the job change.