

KENTUCKIANA REGIONAL PLANNING AND DEVELOPMENT AGENCY (KIPDA)
POSITION DESCRIPTION

Class Title: Grant Administrator & Planner

Division: Community & Economic Development (CED)

Supervisor: Director of Community & Economic Development

Supervises: None

Class Characteristics: Under general direction, provides assistance to senior planning and grant staff with various projects on behalf of municipalities, counties, and special purpose districts in the KIPDA region; will assess community needs, develop infrastructure and community revitalization projects, and assist in writing grant applications which address those needs; administers funded projects, including environmental review, engineer and contractor bid process and procurement, contract approval processes, construction management, Davis Bacon labor requirements, property and right-of-way acquisition, contractor payment requests, change order approvals, conducting public hearings, income verifications, and meeting reporting requirements of the funding agencies. Other tasks or responsibilities may be included as necessary as the needs of the agency change over time.

Community and economic development grants are funded primarily by the Kentucky Community Development Block Grant (CDBG) Program, the Kentucky Drinking Water and Clean Water State Revolving Fund (SRF), the Economic Development Administration (EDA), the Federal Emergency Management Agency (FEMA), the Land and Water Conservation Fund (LWCF), and the Recreational Trails Program (RTP), among others. Other responsibilities may include working on other CED related projects and/or plans, environmental studies, assisting with planning projects and presentations, and other duties as assigned.

GENERAL DUTIES AND RESPONSIBILITIES:

Essential:

1. Provides grant writing and administration for various regional projects.
2. Provides technical assistance to local governments with grant writing, research, and administration of funds.
3. Research funding opportunities and provides technical assistance with project development.
4. Explain and discuss program requirements and sources of funds available with department personnel, community service agencies, businesses, and local governments and determine procedures necessary to obtain funding.

5. Provides technical assistance and instruction to department personnel concerning grant report writing techniques, grant funding sources, and how to comply with grant requirements and evaluation procedures.
6. Assist with various regional planning efforts that pertain to community and economic development.

Non-essential: None

DESIRABLE QUALIFICATIONS:

Education and Experience: Minimum of bachelor's degree in public administration, urban planning, business administration, or related field, experience in contract administration and grant writing is preferred.

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:

1. Excellent written, verbal, and analytical skills, including project budgeting.
2. Ability to communicate well with a wide variety of individuals, including public officials, employees, community service organizations, social service leaders, clients and client advocates, government personnel, and elected officials.
3. Knowledge of procurement standards for federal and state contracting process.
4. Excellent organization skills, ability to work on own with little supervision and work well under time constraints.
5. Practical knowledge of grant writing and grant administration.
6. Detail and process oriented

ADDITIONAL REQUIREMENTS

1. Very general instructions; must use own judgement most of the time.
2. This position requires travel and off-site work; valid driver's license and insurance required. Irregular hours may be required of this position.
3. Must be able to occasionally attend evening and weekend meetings and trainings.

ADDITIONAL INFORMATION

Processes: Frequently required to refine existing work methods and develop new techniques, concepts, or programs within established limits or policies.

Review of Work: Work may be reviewed through oral and written reports, or through spot checks by supervisor of completed tasks.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is required.

Decisions and Judgements: Problem solving, and judgement is required when working with project planning; data development and analysis; preparing reports; attending and organizing meetings; and preparing goals, objectives, and strategies.

Tools, Equipment, and Vehicles Used: Basic office equipment and use of personal vehicle.

Physical Demands: Work is typically performed indoors at a desk or table; must lift objects weighing in excess of 25 pounds; work is occasionally performed outdoors must operate a vehicle as a requirement of the job.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Use of confidential information is uncommon

Mental Effort: Heavy

Interruptions: Frequent

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Overtime Provision: Exempt.

EOE