

COMMUNITY DEVELOPMENT ADMINISTRATOR

The Wasatch Front Regional Council (WFRC) is the Metropolitan Planning Organization (MPO) and Association of Governments (AOG) for the Davis, Morgan, Salt Lake, Tooele, Weber, and southern Box Elder Counties of northern Utah. The WFRC is seeking a Community Development Administrator for the Wasatch Front Region's Small Cities Community Development Block Grant (CDBG) Program and the Transportation and Land Use Connection (TLC) Program effective July 1, 2017.

The TLC program helps communities plan for anticipated growth consistent with the principles of the Wasatch Choice 2040 vision. The CDBG program's objective is to fund community development projects and services that principally benefit low to moderate-income persons. Supervision is provided by the Community and Economic Development Area Coordinator. This is a full-time position.

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Serves as a Community Development Administrator for WFRC's CDBG and TLC programs. As such, provides general administrative support; serves as a liaison to state government and local governments; provides technical assistance to communities; develops a regional consolidated plan; and program administration. A summary of duties and responsibilities includes, but is not limited to:

1. Administrative Support - Assists in contract development; builds and maintains program databases for contracts, projects, consultants, and agreements; processes applications and invoices; serves as executive staff.
2. Technical Assistance - Maintains knowledge of federal, state, and local policies and uses it to provide training, technical assistance, and support to grantees; actively participates in information sharing among grantees.
3. Liaison - Actively pursues, responds to, and provides information regarding requests for information and assistance; works with communities to assist in addressing community needs; performs outreach and communication efforts including website updates, submission for awards, program or project talking points, and collaborates with other staff to produce communication materials.
4. Planning – Assists in the creation, review, and evaluation of grant applications; assists in the development of a detailed and transparent project ranking process; ensures the implementation of projects that meet community, regional, and statewide goals; develops and promulgates a consolidated plan that meets local, state, and federal guidelines.
5. Program and Project Administration - Manages and assists in the development and revision of funding applications; monitors and evaluates programs and projects; assists in ongoing program improvements; administers projects, supports communities through the grant

process including procurement and scoping; serves as a point of contact for projects they manage.

6. Other duties as assigned.

QUALIFICATIONS:

Applicants must have at least: (a) four years of full-time (or equivalent part-time) professional experience in public administration, business administration or management, planning; and (b) of which at least two years must have been in planning, project, or grants management work; or (c) any relevant experience or equivalent combination of the required experience and the substitutions below.

SUBSTITUTIONS:

An Associate's degree may be substituted for one year of the required experience; or a Bachelor's or higher degree may be substituted for two years of the required experience with a major in public administration, business administration, geography, planning, or similar degree.

PREFERRED QUALIFICATIONS:

1. Ability to communicate effectively in oral and written expression.
2. Ability to meet deadlines with narrow time constraints.
3. Ability to work independently and as part of a team.
4. Willingness to accept supervision and direction while exercising discretion in daily responsibilities.
5. Ability to understand and explain administrative practices for effective and efficient operations.
6. Knowledge of municipal government operations.
7. Experience in project management, program development, provision of technical assistance, grant administration, and conflict resolution.
8. Proficiency using Microsoft Word, Excel, and PowerPoint (or some equivalent).
9. Professionalism, integrity, and a public-service attitude.
10. Travel is a requirement of this position. Some evening work may be necessary. Possession of a valid driver's license is required.

Salary starts at \$40,600 annually depending on qualifications and experience.

TO APPLY:

Applicants must send a letter of interest (briefly outline experience and qualifications, no more than 2 pages) and a resume no later than Monday, July 31, 2017 to LaNiece Davenport at ldavenport@wfrc.org. For more information visit our website at www.wfrc.org or contact Ned Hacker by cell phone at 801-918-9230, or at Wasatch Front Regional Council, 295 North Jimmy Doolittle Road, Salt Lake City, UT 84116.

The Wasatch Front Regional Council is an Equal Opportunity Employer.