



MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

JOB ANNOUNCEMENT

GRANT ADMINISTRATION SPECIALIST **(Land Use and Community Development Planning)**

Position Overview

This position provides a wide range of administrative and technical support services on behalf of member local governments in Marion, Polk and Yamhill counties related to infrastructure and community facility projects and various other community and economic development support. The position will also be responsible for administering the housing rehabilitation loan program in Marion County. The Grant Administration Specialist reports to the Community Development Director.

This position will be scheduled to work between 30 to 40 hours per week.

Major Duties and Responsibilities

- Researches grant opportunities for infrastructure and community facility projects.
- Prepares grant or loan applications and monitors approved grants to ensure projects are completed in accordance with applicable funding conditions and reporting requirements are met.
- Administers housing rehabilitation loans, including meeting with applicants, assisting clients in hiring contractors, and monitoring construction work to ensure compliance with program requirements.
- Conducts research and analysis related to supporting a variety of community and economic development projects.
- Responds to inquiries and agency requests; attends public meetings.
- Maintains cooperative working relationships with COG staff, other organizations and the general public.
- Assists land use planning staff with ordinance and policy research, report writing and building permit reviews.

Working Environment

The work is accomplished primarily in an office environment at Mid-Willamette Valley Council of Governments in Salem, Oregon. Travel throughout Marion, Polk and Yamhill counties will be required occasionally for meetings and training.

The Candidate

Minimum qualifications for this position include a Bachelor's degree with major course work in public administration, planning, geography, engineering, architecture or closely related field; High school diploma and two (2) or more years' related experience; or any equivalent combination that provides the knowledge, skills and abilities required to perform the above duties and responsibilities.

This position also requires:

- Familiarity with major public infrastructure finance programs.
- Ability to communicate effectively both in written reports and oral presentations.
- Ability to work effectively with the general public, professional staff from other public agencies and elected and appointed officials.
- Ability to perform basic research and analyze data.
- Knowledge and experience with personal computers including the ability to use word processing and to utilize the internet for research and other purposes.
- Valid Oregon driver's license and good driving record.

Additional Preferred Qualifications

- Experience with or working knowledge of housing rehabilitation programs, or equivalent experience that provides the knowledge, skills, and abilities required to perform responsibilities of the Housing Rehabilitation program.
- Experience with or working knowledge of federal and state development finance programs such as Community Development Block Grant programs.
- Familiarity with Oregon State land use planning and structural building code rules and policies preferred.

Compensation*

The salary range for this position is \$3,547 - \$4,800 per month. Benefits for the position include:

- Medical, Dental and Vision insurance coverage – 100% employer paid for employee coverage. 15% employee contribution for qualified dependent coverage.
- Life and Long-Term Disability Insurance – 100% employer paid.
- Retirement – 401(a) Defined Contribution Plan – Employer Paid (Non-PERS).
- Vacation Leave – 8 hrs./month accrual for the first two years.
- Sick Leave – 8 hrs./month accrual.
- 11 paid holidays per year + 1 additional floating holiday.
- Deferred compensation plan available.
- Paid parking or equivalent amount for public transportation options.

- Flexible working schedule available.
- * Salary and benefits quoted are based on full-time (40 hours/week) status. Salary and some benefits will be pro-rated based on the number of hours scheduled to work.

How to Apply

Persons interested in applying should submit a cover letter, completed application form and resume to MWVCOG Grant Administration Specialist Recruitment, 100 High Street SE – Suite 200, Salem, OR 97301 or e-mail to renatac@mwvcog.org. The application form is available to download on MWVCOG's website (www.mwvcog.org). This position is open until filled – **the first review of applications will occur after Friday, May 18, 2018.**

Veteran's Preference – Mid-Willamette Valley Council of Governments provides qualifying veterans and disabled veterans with employment preference in accordance with Oregon law. To claim veteran's preference, you must submit a Veteran's Preference Form (available to download on MWVCOG's website at www.mwvcog.org) and the required documentation with your application material.

Mid-Willamette Valley Council of Governments **Background/History**

The Mid-Willamette Valley Council of Governments (MWVCOG) is a voluntary association of local governments (32 cities, 3 counties, one Indian Tribe and 5 special districts) governed by a Board of Directors of 19 elected officials from the various jurisdictions. The organization was created to provide planning and coordination for local governments in the region that includes Marion, Polk, and Yamhill Counties and it operates a number of programs for its member governments, including: transportation planning, land use planning, economic development projects, environmental planning and coordination, grant writing and grant administration services, small business lending, housing rehabilitation loans and other activities that the Board may direct in a given year. MWVCOG is one of the oldest such organizations in the country.