

Trumbull County Planning Commission  
Warren, Ohio  
JOB TITLE OPENING: Planner II

Under the direction of the Director and Assistant Director, is primarily responsible for Trumbull County's Community Development Block Grant and other grant programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

70% Grant Programs (CDBG and other)

Development of grant applications including the various CDBG programs; including research and data collection/analysis, coordination with prospective grantees and the State of Ohio, creation of and revisions to the local assessment strategy in order to define the priorities and future plans for CDBG program funds; Develops and implements project tracking systems to ensure the timely contracting and implementing of grant funded projects; including the scheduling/hosting of public meetings, preconstruction conferences and planning development for proposed projects; Keeps abreast of federal and state grant programs and compliance requirements; including labor standards, equal employment opportunity, affirmative action, disability and environmental regulations; Maintains liaison with federal and state agency officials to ensure that the county is in compliance with all grant requirements; Provides guidance, technical assistance, and training to department staff and sub- recipients of grant funds to ensure that proper accountability systems are developed and implemented; Implements and coordinates grant funded capital improvements and other projects and programs with other departments, citizen groups, and public and private agencies; Develops, reviews and administers project contracts and maintains liaison with the County Prosecutor's Office to ensure that all federal, state, and local contract and grant requirements are met; Acts as liaison and represents the County with citizen participation with groups and private agencies; Assists with the preparation of the CDBG Grantee Performance Reports and other grant and compliance reports and monitoring visits; Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service; including the development and/or revision of the CDBG Procurement Policy; Citizen Participation Plan and Fair Housing Agreement.

15% Comprehensive Plans

Responsible for conducting research and compiling data/historical information for the various Comprehensive Plans and Studies undertaken by the Planning Commission.

10% Web Site Updates

Responsible for research, collection of data, and liaison with the Auditor's Office in order to continuously revise the Planning Commission's (or other agency) web site.

5% Technical Assistance, Grant Writing and Research Provide technical assistance to other departments, citizen groups, and public and private agencies; including the collection and dissemination of census data, written grant proposals, administration of construction projects and other requests in order to serve low-income or at-risk populations, recreational needs and/or

historic and/or environmental preservation activities; Perform grants research utilizing local, state and national grant research resources in order to identify and update list of community, non-profit and/or corporate foundations; their mission and geographic scope; in order to match prospective grantees with the appropriate funding source. Assist prospective grantees with initial contact letters and/or letter of request to the various communities, non-profit and/or corporate foundations.

### **Education & Experience**

Bachelor's Degree from four-year college or university; and at least two-years or more (preferred) related experience and/or training; or equivalent combination of education and experience. Trumbull County is an equal opportunity employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please email your qualifications by December 2, 2021, to:

Julie M. Green, Director  
pcgreen@co.trumbull.oh.us  
185 East Market Street, 2nd Floor, Suite A  
Warren, Ohio 44481