



## Community Development Planner

**DEPARTMENT: Community, Housing and Economic Development**

**LOCATION:** Tulsa, OK

**JOB TYPE:** Full-time, Exempt

**HOURS:** Monday-Friday

8:00AM-5:00PM

Occasional Evenings

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### POSITION SUMMARY

Under the supervision of the Division Director, develop proposals and applications for state and federal grant programs and provide program implementation and administration services to INCOG member governments. Work includes emphasis on administration of the annual state Rural Economic Action Program (REAP) grant, including developing community development/REAP plans for public review, performing analysis on project proposals, proposing strategy for the allocation of funds, and managing contracts and awarded projects.

### ESSENTIAL RESPONSIBILITIES:

- Under the general direction of the division's Small Cities and Rural Coordinator, act as the principal administrator of the annual REAP grant.
- Assist in the development and preparation of annual grant application processes for HUD federal and State grant programs.
- Act as part of an internal team to manage individual grant projects.
- Assist with coordination of the activities of local government staff to implement all aspects of an assigned program.
- Ensure program compliance with all applicable laws and regulations, including competitive bidding regulations, labor standards, and wage compliance.
- Perform on-site financial and programmatic monitoring of local governments awarded REAP grants to ensure compliance with all applicable laws, regulations and REAP specific policies.
- Research grant opportunities for the purpose of developing additional funding resources for both current and proposed services.
- As needed, assist Tulsa County and State CDBG grant recipients in meeting equal opportunity, citizen participation, and fair housing requirements for participation in the CDBG and HOME programs.

**QUALIFICATIONS:****EDUCATION and/or EXPERIENCE:**

Bachelor's or Master's degree in urban planning, public administration, or related field and one year of experience in developing and administering projects required, or an equivalent combination of education and experience. Direct experience in community development and/or economic development programs desirable.

**Knowledge, Abilities and Skills:**

Should have experience with community development strategies and tools. Ability to identify housing and community development needs and develop plans; ability to prepare detailed documents/reports; ability to work effectively with a broad range of people and positions, agencies and corporations; ability to comprehend and interpret complex rules, regulations and laws; ability to effectively communicate both verbally and in writing.

Individual must possess excellent oral and written communication skills. Must be proficient in Microsoft Windows, PowerPoint, Excel, Word, and Outlook. GIS skills are desirable.

The following skills and traits are required:

- Grant management or project management experience.
- Excellent written and oral communication skills.
- Strong logistic and organizational skills.
- Enthusiasm, flexibility, and the ability to adapt.
- The ability to meet deadlines and prioritize tasks.
- The ability to read, interpret and apply federal guidance.
- Leadership skills and the willingness to take ownership and responsibility.
- Candidates must have proficient software and computer skills for communication, data, and project analysis.
- Strong problem-solving ability, attention to detail, knowledge of applicable federal and state laws pertaining to grants, general accounting knowledge, and the ability to balance and plan for competing demands.
- Candidates must also be eager and willing to add to their existing knowledge base and skillset.

**WORKING ENVIRONMENT:**

The working environment is primarily indoors in an office setting. Will require time working with local governments outside of the office both during and outside of normal work hours.

**TO APPLY:**

Please submit a resume detailing employment history, experience, education, and contact information, along with a cover letter that explains why you are interested and qualified for this position to: Personnel Director, INCOG, 2 West 2nd Street, Suite 800, Tulsa, OK 74103 or email to [incog@incog.org](mailto:incog@incog.org)