JANUARY 31, 2020

Applications are now being accepted for the following position in Centre County Government. Those who qualify and are interested should apply at the Human Resources Office, Room 334 Willowbank Building, Bellefonte, PA or call (814) 355-6748 for an application. This posting can be viewed and an application downloaded from our website at www.centrecountypa.gov.

**SENIOR PLANNER 1—HOUSING & COMMUNITY DEVELOPMENT**

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| **Department:** Planning  
Willowbank Building  
420 Holmes Street (3rd Floor)  
Bellefonte, PA 16823 | • Administers the Centre County First Time Home Buyer Program and any other housing-related programs or initiatives conducted by the Centre County Planning & Community Development Office.  
• Conducts housing research, tracks the Housing Trust Fund and compiles housing-related data for the County, municipalities, non-profits and the general public.  
• Coordinates of the Centre County Affordable Housing Needs Assessment update.  
• Administration of Fair Housing annual activities and address citizen complaints with the appropriate housing agency. Stays current with Fair Housing through the DCED CD&H Alerts.  
• Represents Centre County at the Centre County Affordable Housing Coalition, Centre County Housing Options Team and Centre County Housing & Land Trust.  
• Coordinates with a wide variety of stakeholders that may include homebuyers, renters, developers, realtors, lenders and others on housing programs, grants, and other initiatives.  
• Assists with the County owned rental properties, including coordination with property manager and tracking of rental agreements and maintenance of properties.  
• Assists with the County’s Community Development Block Grant Program, including tasks related to project development, grant submission, grant administration, IDIS Draws, and program compliance.  
• Monitors Centre County Government policies and plans to ensure compliance with the regulations governing the use of state and federal funding through the Housing and CDBG Programs.  
• Researches, analyzes, and writes plans and reports from the Centre County Board of Commissioners, Centre County Planning Commission, and municipalities.  
• Researches and prepares grant applications and administers grants when awarded.  
• Provides assistance to officials and the general public on housing and other related planning issues.  
• Provides input on updates and implementation of comprehensive plans at the county, regional, and municipal levels.  
• Provides recommendation on housing and land use related issues related to comprehensive planning, zoning, and subdivision/land development in accordance with the Pennsylvania Municipalities Planning Code.  
• Assists with review of subdivision/land development plans.  
• Assists with preparation of agendas, meeting announcements, graphic materials, legal advertisements, and other materials on related planning issues.  
• Attends meetings of public and citizen organizations, occasionally outside of normal working hours.  
• Monitors legislative and regulatory announcements.  
• Performs other job related duties as required. |

| **Base Pay:**  
Salary Grade: N-16  
$19.79—$22.28/hour  
Non-Exempt |  |
| **Shift Available:**  
Full—Time (37.5 Hours)  
8:30am-5:00pm |  |
| **POTENTIAL START DATE: 4/27/2020** |  |

**Required Education:**  
• Bachelor’s degree in planning or related field;  
• Master’s degree preferred.  
• Must have general knowledge of Microsoft Word, Excel, Publisher, and computer training.

**Required Experience:**  
• Two (2) or more years working experience in government, planning, housing, community development or related fields desired.

**Special Requirements**  
• Must possess a valid Pennsylvania driver’s license and a willingness to travel as needed.

**Applications:**  
Applications for this position will be accepted until a suitable candidate is selected.

Equal Opportunity Employer