

# Staunton City & Schools

## Housing Planner & Grant Coordinator: City of Staunton (1000)

### JOB POSTING

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#### **Job Details**

Posting ID

**1000**

Title

**Housing Planner & Grant Coordinator: City of Staunton**

Description

**CITY OF STAUNTON**

#### **HOUSING PLANNER & GRANT COORDINATOR**

**The City of Staunton, located in the heart of the Shenandoah Valley, is seeking highly qualified applicants for the position of Housing Planner & Grant Coordinator. Come join our highly professional team dedicated to serving this dynamic city and its citizens. For more information about our Community Development Department, please visit: <https://www.ci.staunton.va.us/departments/community-development>.**

**The City of Staunton offers highly competitive compensation and benefits and a wide range of amenities. Staunton, with a relatively low cost of living, is known for its history, architecture, arts, and cultural and culinary delights.**

*"One of the prettiest and most progressive towns in the South" and "20 charming mountain towns to visit this fall"—Southern Living*

The City of Staunton is seeking a collaborative and innovative professional who is responsible for performing complex professional and responsible administrative work in directing the City of Staunton's U.S. Department of Housing and Urban Development (HUD) Entitlement Program as well as other grant-associated activities that serve the low, very low and low-income persons and families with a variety of housing opportunities, public infrastructure, and social services. The Housing Planner determines compliance with the City's HUD Entitlement Program requirements relating to services to the low, very low and low-income persons and families needing housing assistance, public infrastructure and social services.

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Oversees the day-to-day operations of the City's HUD Entitlement Program, including the promotions and marketing, as outlined in the following tasks;
- Assists in formulating operational procedures and recommending general housing policies;
- Reviews professional and technical housing-related activities and coordinates programs within the office and other agencies;
- Promotes appropriate affordable housing approaches to development that involve all interest groups, acting as an intermediary to these groups;
- Promotes affordable housing planning as a concept and process;
- Prepares housing plans, ordinance amendments, programs, and projects;
- Prepares public information on affordable housing activities;
- Prepares and manage program budget;
- Assists with the preparation and implementation of various grants for the City;
- Attends evening and weekend meetings and;
- Performs other related duties as assigned.

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with major work in planning, public administration, or related field, and a minimum of 4 years of experience.

Additionally, the individual must have possession of a valid appropriate driver's license issued by the Commonwealth of Virginia and a good driving record.

Criminal background check is required.

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FLSA: Exempt  
Grade: 18  
Hiring Range: \$55,000 to \$65,000  
Start Date: July 1, 2022

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The recruitment will remain open until filled. In addition to the on-line application, interested applicants should submit online a resume no later than **May 15, 2022**. For questions and a complete job description, please contact Jonathan Venn, Chief Human Resources Officer.

Jonathan Venn, Chief Human Resources Officer  
City of Staunton/Staunton City Schools  
116 West Beverley St (Human Resources, 2<sup>nd</sup> Floor City Hall)  
Staunton, VA. 24401  
504-332-3914  
vennjg@ci.staunton.va.us

**The City of Staunton is an Equal Opportunity Employer (EOE) and is fully committed to the principles and practices of equal employment.**

|   |                                     |                                 |                                   |
|---|-------------------------------------|---------------------------------|-----------------------------------|
| <i>Shift Type</i>                       | <b>Full Time</b>                    | <i>Salary Range</i>             | <b>\$55,000.00 to \$65,000.00</b> |
| <i>Salary Code</i>                      | <b>Per Year</b>                     | <i>Job Category</i>             | <b>City Government</b>            |
| <i>External Job Application</i>         | <b>City of Staunton Application</b> | <i>Internal Job Application</i> | <b>Internal</b>                   |
| <i>Location</i>                         | <b>COMMUNITY DEVELOPMENT</b>        | <i>Posting Status</i>           | <b>Active</b>                     |
| <i>Minimum Qualifications Screening</i> |                                     |                                 |                                   |

### **Job Application Timeframes**

|                            |                   |                           |                   |
|----------------------------|-------------------|---------------------------|-------------------|
| <i>Internal Start Date</i> | <b>04/29/2022</b> | <i>General Start Date</i> | <b>04/29/2022</b> |
| <i>Internal End Date</i>   | <b>05/15/2022</b> | <i>General End Date</i>   | <b>05/15/2022</b> |

### **Job Pools**

| <i>Pool Name</i> | <i>Quantity</i> | <i>Requisition ID</i> | <i>Requisition Title</i> |
|------------------|-----------------|-----------------------|--------------------------|
| <b>Default</b>   | <b>1</b>        |                       |                          |

### **Alternate Job Contact**

|                 |              |
|-----------------|--------------|
| <i>Name</i>     | <i>Title</i> |
| <i>Location</i> | <i>Phone</i> |
| <i>Email</i>    |              |

### **References**

|   |            |                             |                                       |
|---|------------|-----------------------------|---------------------------------------|
| <i>Automatically Send Reference Check</i> | <b>Yes</b> | <i>Reference Check Form</i> | <b>Support Staff Reference Survey</b> |
|---|------------|-----------------------------|---------------------------------------|