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

JOB POSTING

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 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 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:    Mid-July, 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 **June 21, 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, 2nd 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.

Shift Type	**Full Time**	*Salary Range*	**$55,000.00 to $65,000.00**
Salary Code	**Per Year**	*Job Category*	**City Government**
External Job Application	**City of Staunton Application**	*Internal Job Application*	**Internal**
Location	**COMMUNITY DEVELOPMENT**	*Posting Status*	**Active**
Minimum Qualifications Screening			

Job Application Timeframes

Internal Start Date	**06/07/2022**	*General Start Date*	**06/07/2022**
Internal End Date	**06/21/2022**	*General End Date*	**06/21/2022**

Job Pools

Pool Name	Quantity	Requisition ID	Requisition Title
Default	**1**		

Alternate Job Contact

Name		*Title*
Location		*Phone*
Email		

References

Automatically Send Reference Check	**Yes**	*Reference Check Form*	**Support Staff Reference Survey**