



EAST CENTRAL IOWA  
COUNCIL OF GOVERNMENTS  
YOUR REGIONAL PLANNING AGENCY

## Planner / Housing Specialist

**Position Introduction** The Planner/Housing Specialist advances our local communities and region by studying housing needs and writing/administering federal, state and private grants that provide funding for critical housing initiatives. This position reports to the Housing Director. Successful candidates will model ECICOG's core values of service, flexibility, teamwork, "can-do" spirit, and love for our communities and region.

### Responsibilities

- Conduct housing studies and assessments.
  - Gathers data and other input from city and county staff and other data sources
  - Analyzes data and current conditions and projects housing needs
  - Identifies actionable steps and resources that could be used to address needs
  - Drafts reports and related charts, maps or graphics
  - Reviews work with relevant stakeholders and modifies content based on feedback.
- Write and administer federal, state and private grants.
  - Writes grant narratives and prepares grant packages.
  - Conducts environmental and historical clearances to submit to funding entity.
  - Conducts Davis-Bacon wage compliance checks.
  - Meets with assisted household members and collects pertinent information needed to complete income verifications or other evaluation criteria.
  - Tracks grant progress and submits progress reports and requests for reimbursement.
  - Maintains grant records.
- Provide support to the Housing Trust Funds.
  - Prepares public meeting notices and drafts meeting minutes.
  - Organizes process for grant and loan awards.
  - Tracks impact of Housing Trust Fund work.
  - Tracks and ensures compliance by funded organizations.
  - Coordinates annual meeting and prepares annual report.
- Support ECICOG's reputation as a regional leader.
  - Works to continuously improve ECICOG's reputation, services and deliverables. Understands that doing relevant, high-quality work and generating revenue are both important to sustaining the organization.
  - Stays current on planning and housing issues/trends. Looks for opportunities to broaden skill set.
  - Shares technical expertise with other team members within organization. May provide work direction to less experienced staff.

- May support other Housing Department initiatives such as Providing Assistance to Community Homeowners (PATCH) or nuisance enforcement. Completes other duties as assigned by the Housing Director. Supports other departments as needed based on workload or expertise.

### **Knowledge and Skills**

- Knowledge of the philosophies, principals, practices and techniques of planning.
- Knowledge of principles, methodology, practices of research and data collection
- Excellent written and oral communication skills. Able to translate complex information into a format readily understood by the public.
- Excellent interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers
- Creative problem-solving skills to gather relevant information to solve less well- defined planning problems
- Ability to work on several projects or issues simultaneously,
- Ability to manage projects efficiently and effectively, with strong attention to detail.
- Knowledge of computer hardware and software programs, which includes Microsoft Office suite and Geographic Information Systems (GIS).
- Able to understand and interpret complex information presented in federal or state law, city code, contracts, plats or construction drawings.
- Work may require evening or weekend meetings

### **Minimum Qualifications**

The ideal candidate will have a master's degree in planning or related field. Related work experience desired but not required. Experience may be substitute for master's degree.