

COMPONENT: COMMUNITY ACTION AGENCY

POSITION: PLANNER

POSITION SUMMARY:

The Planner reports directly to the Executive Director and is responsible for:

1. Designing and interpreting needs assessment instruments for program development. Preparing community needs assessment and community action plan.
2. Preparing applications for funding from foundation, federal, state and local resources.
3. Submitting refunding applications of the agency as requested.
4. Completing the planning, research, documentation and applications for new proposals.
5. Act as liaison to the Northeast Oklahoma Continuum of Care. Preparing and submitting reports required by HUD, preparing collaborative application, working with continuum partners in developing required policies and procedures. As well as assisting the continuum board and partners in implementation and operation of HUD COC and ESG programs and providing technical assistance.
6. Representing the agency at the direction of the Executive Director by attending state, regional and national meetings concerned with new programs.
7. Coordinating agency programs with outside resources at the direction of the Executive Director.
8. All other duties as assigned

## EXPERIENCE, TRAINING AND EDUCATION

Bachelor's Degree in Public or Business Administration, Planning or Social Science.  
Two year's experience in research/professional writing and/or grant writing is required.

Possess ability to:

1. Physically operate a motor vehicle and provide agency with a clean MVR annually
2. Walk on uneven surfaces, sit, stand, bend, talk, hear
3. Buckle, stoop, crawl, reach with hands and arms, and perform other repetitive tasks
4. Lift/carry objects, supplies, equipment, etc (20 lbs or more)
5. Communicate effectively with staff, clients and other interested parties
6. Ability to read and interpret and respond to federal, state and local rules, regulations, laws and requirements.

FLSA STATUS: Exempt

Revised September 2017