



## Job Description

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**TITLE:** Senior Planning Specialist  
**JOB CODE:** 155  
**FLSA:** Non-Exempt  
**PREPARED:** November 2004 **UPDATED:** July 2017

**Summary:** Under general supervision, provides direct services to the CDBG Program including completing Environmental Review Reports; monitoring compliance with Davis-Bacon and Fair Labor Standards Act; and maintaining CDBG project files. Provides accounting work and general support for SEAGO finance office; reconciles financial transactions; administers purchasing functions; manages organizational records; and performs various other office duties.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

### **CDBG Duties**

#### **Labor Standards Monitoring:**

- Researches Davis-Bacon Wage Rate Decisions from the U.S. Department of Labor and obtains approval from ADOH for use in the bid document. Updates these determinations as changes and modifications occur during the bidding phase. Updates the bid document for each CDBG project to include the most current labor standards requirements and wage rate determinations, and provides them to architect or engineer for inclusion in the construction bid document.
- Prepares and conducts CDBG labor standards training of contractors and payroll staff during pre-construction conferences. Completes and provides the state construction status report for each project.
- Monitors project job sites and conducts on-site interviews with contractors' employees. Completes the on-site monitoring form.
- Reviews and certifies all contractors' payrolls by comparing on-site interviews and wage rate determinations documents to ensure proper compensation is being provided; investigates discrepancies and works with contractors regarding job classifications and payment discrepancies; compiles non-compliance information for reporting to DOL; works with communities regarding non-compliance issues and non-payment to contractors until compliance is met.

#### **Environmental Review Record:**

- Prepares the ERRs for each CDBG project; determines whether the project is located in a floodplain; prepares and publishes notices to the public of projects located in floodplains; coordinates with federal, state and local agencies, providing maps and descriptions of the project; gathers comments from these agencies and prepares the ERR to the state; prepares and publishes the public notice of the report and the determination; after appropriate comment period, requests the release of funds for each project from the state. Prepares an Environmental Conditions insert for inclusion in the Bid Document.
- Coordinates environmental surveys for submission to appropriate agencies.

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- Works with engineer/architect, contractors, and communities to mitigate issues identified in ERR.

#### **Other:**

- Responds to environmental and labor standards questions related to projects from the state, other agencies, and the communities.
- Provides training to communities' staff on labor standards and environmental reporting as needed.
- Ensures projects are in compliance with applicable federal and state regulations and requirements; and investigates and documents any instances of non-compliance.
- Establishes and maintains CDBG grant management files for participating communities and SEAGO; ensures that files are complete and meet state requirements on a weekly basis; represents the communities during the state audit; provides the state with information requested during their on-site audit.
- Edits and maintains various CDBG documents as needed.
- Reviews the draft construction bid document when received from the architect/engineer, prepares the desk monitoring form and tabs the document for state review and approval.
- Assists with preparation of final grant application packets.
- Completes the business opportunity report for inclusion in the project close-out report.

#### **Administrative Support Duties:**

- Prints reports from accounting system; determines correct general ledger code for accounting transactions; keys accounting information into accounting system.
- Researches and reconciles accounting records as needed; maintains accounting files.
- Coordinates certain purchasing activities for the agency including supply and equipment orders and issuing purchase orders as needed.
- Prepares regular usage reports for postage and copier; coordinates with vendors for the repair and replacement of office equipment.
- Sorts and distributes incoming mail; processes outgoing mail.
- Performs other duties as assigned

#### **Desirable Knowledge, Skills, Abilities and Experience:**

- Knowledge of applicable federal, state, and local laws, regulations, and policies and procedures.
- Knowledge of SEAGO operations, policies, and procedures.
- Knowledge of the principles and practices of procurement.
- Knowledge of basic research and planning methods and techniques.
- Experience with the administration of federal grants and programs.
- Skill in preparing and maintaining complete and accurate records.
- Skill in maintaining accounting records and an effective recordkeeping system.
- Knowledge of general bookkeeping practices.
- Understanding of public sector and nonprofit organizations and ability to quickly understand key programmatic activities and challenges.
- Skill in assessing the outcomes of program initiatives and making recommendations for improvement to ensure compliance with internal and external program requirements.
- Skill in analyzing problems, projecting consequences of proposed actions, identifying alternative solutions, assessing outcomes, and making recommendations for improvement to ensure compliance with various requirements.

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#### Education, Experience, and Certifications:

Bachelor Degree, or an Associates Degree with two years administrative experience; or High School diploma with five years administrative experience; or any combination of education, training, and experience which provides the following **required knowledge, skills and abilities**:

- Well-developed communication skills including written, verbal, and presentation skills - oral and written communications are clear, concise, and in an organized fashion using appropriate style, grammar and tone.
- Proficiency with the Internet and Microsoft Office (Word, Excel, and PowerPoint).
- Ability to quickly learn, analyze and synthesize new information and make sound decisions.
- Demonstrated ability to perform assignments in a timely manner with strategic guidance and minimal direct supervision and oversight to achieve desired outcomes.
- Ability to handle multiple assignments, organize and prioritize work, and meet deadlines with attention to accuracy and detail;
- Strong interpersonal skills with ability to develop and sustain effective collaborative working relationships with a variety of persons of various socio-economic and ethnic compositions, community organizations, other staff, and government agencies.
- Must possess a valid State of Arizona driver's license.

#### Environmental Factors and Conditions/Physical Requirements:

- Work is generally performed in a fast paced office environment with frequent interruptions and irregularities in the work schedule.
- This position requires field work and travelling to and from various community locations and numerous office sites, occasionally requiring overnight stay, therefore the selected individual in this position must have the ability to travel, which may include operating a motor vehicle, using walkways, stairs, and/or elevators.
- Ability to lift up to 20 pounds.
- Ability to communicate by voice, use sight, and hearing.
- No special coordination beyond that used for normal mobility, operation of conventional office equipment, and handling of everyday objects and materials is needed to perform the job satisfactorily.

#### Equipment and Tools Utilized:

- Must have access to reliable transportation and ability to demonstrate proof of vehicle insurance.
- Equipment utilized includes computerized and conventional office equipment.

#### Approvals:

Name: \_\_\_\_\_ Title: **Sr. Planning Specialist** Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: **Executive Director** Date: \_\_\_\_\_  
**Randy Heiss**