



City of Wilson

Human Resources Department

Career Opportunities–02/08/19

For additional information regarding these positions and to apply, please visit: www.wilsonnc.org/jobs

Senior Community Development Planner

Internal/External

Continuously Open Until Filled

Salary Range: \$45,326.97 - \$72,831.38

Job Summary: This position performs specialized work in support of community development, housing and revitalization projects in the City. Specifically, this position:

- Coordinates and maintains various community development programs.
- Acts as coordinator between City and contractors, consultants, and clients.
- Assists the Planning and Community Development Manager in the implementation of all aspects of the Community Development Program.
- Maintains confidentiality of personal financial information of clients as required by law.
- Coordinates with other community agencies for resources to assist clients.
- Researches available grants; recommends potential grant programs; assists in completing grant applications.
- Assists in the preparation of Housing, Revitalization and Neighborhood Plans and performs work to implement the same.
- Serves as grant administrator by maintaining required records for grants and other assigned projects and ensures required reporting is completed on-time
- Prepares bid packages for bid openings; ensures advertising requirements are met for bid openings and public hearings.
- Documents and requests checks for contractors and consultants and from granting agencies; coordinates with Finance Department.
- Plans and conducts various community development and planning related workshops.
- Attends neighborhood meetings and community events to explain program offerings and to solicit interest in various grant programs offered through the City.
- Assists in budget activities.