

**OHIO DEVELOPMENT SERVICES AGENCY
EMPLOYMENT OPPORTUNITY**

Job Title: COMMUNITY DEVELOPMENT ANALYST (2 Positions)

Position Numbers: 20011364 & 20011392

Starting Salary: \$25.48 hr. / \$52,998 yr.

Job Classification/Status: Classified

Division/Office: Community Services/Community Development

Bargaining Unit: 14

Location: 77 South High Street, 26th Floor, Columbus, Ohio

Work Hours: 8:00am – 5:00pm, M-F

Supervisor: Mary Oakley

DATE POSTED: JANUARY 6, 2021

DEADLINE FOR APPLYING: UNTIL FILLED

Job Duties:

Monitors community agencies (i.e., local public & private organizations) for compliance with federal & state requirements in implementing one or more Office of Community Development (i.e., OCD) administered programs (i.e., Ohio State Administered Community Development Block Grant [i.e., CDBG] Program, Appalachian Regional Commission (i.e., ARC) Program, Community Development Corporation Program, State Appalachian Development Program): serves as primary office contact for assigned geographic region &/or programmatic area (e.g., Community Development Program, Economic Development, Residential Public Infrastructure Grant, Discretionary, Appalachian Regional Commission, State Appalachian Development Program); travels to communities to review files & completed grant activities; assesses compliance with applicable state & federal laws (e.g., Ohio Revised Code, Housing & Urban Development rules & regulations, Appalachian Regional Commission rules & regulations, OCD policies, Code of Federal Regulations, Housing & Community Development Act of 1974, Americans with Disabilities Act, Section 504 of Rehabilitation Act of 1973, National Environmental Policy Act of 1969); writes technical reports regarding compliance/non-compliance with detailed outline of corrective action steps for implementation by grantee; reviews grantee response to OCD monitoring report; provides guidance to grantee to ensure corrective compliance steps are adhered to; completes follow up on outstanding monitoring issues through resolution & OCD approval; reviews program prior to close out to resolve all issues of compliance/non-compliance.

Administer application process for OCD grant programs: develops application guidelines, documents, review tools & scoring criteria; reviews program applications for completeness, eligibility, appropriateness & feasibility; evaluates program applications based on predefined scoring criteria; provides feedback to applicants regarding application deficiencies & review status; makes recommendations for funding approval to agency leadership & the Governor's Office of Appalachia.

Provides training & technical assistance to grantees, local government officials, grant administrators, other state agencies, staff members & other interested parties to develop projects eligible for funding through OCD: prepares & presents materials regarding grant programs & compliance issues for OCD-sponsored training sessions; assists grantees & applicants in structuring projects for OCD funding; provides technical assistance to improve strategic planning & stakeholder engagement; provides guidance regarding project structure & application submission (e.g., national objective, program eligibility, program competitiveness, Appalachian Regional Commission goals, compliance issues, financing alternatives, other funding sources & other issues related to public-sector project implementation); resolves disputes & manages conflict regarding sensitive constituent inquiries.

Makes recommendations in regards to program policy for OCD grant programs: conducts primary research on existing program design (e.g., meets with stakeholders & solicits feedback, conducts surveys & interviews, analyzes historical data); attends conferences (e.g., Ohio Conference of Community Development, Ohio Economic Association, American Planning Association) to stay informed with community development trends; develops & presents recommendations to agency leadership & the Governor's Office of Appalachia.

Demonstrates commitment to sound metrics, accountability & transparency while ensuring quality customer service.

Minimum Classification Qualifications (a test may be given as part of the selection process):

Completion of an undergraduate core program in business administration, public administration, city & regional planning, sociology, social services or political science; 12 months experience in planning, developing &/or implementing community &/or economic development programs. Must be able to provide own transportation.

-Or 36 months experience in planning, developing &/or implementing community &/or economic development programs. Must be able to provide own transportation.

Position Specific Minimum Qualification:

Completion of an undergraduate core program in Public Administration, City & Regional Planning or Civil Engineering; 12 months experience in application of Code of Federal Regulations.

Unusual Working Conditions:

Requires overnight travel.

The final candidate selected for this position will be required to undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

TO APPLY, VISIT <http://careers.ohio.gov> or www.ohiomeansjobs.com

OR

SUBMIT APPLICATION TO:

Ohio Development Services Agency, Human Resources Office

77 South High Street, 27th Floor, Columbus, Ohio 43215-6130

hr@development.ohio.gov

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