



COMMUNITY DEVELOPMENT PLANNER

If you are willing to take on challenging and diverse assignments with a commitment to performance and quality, then Arundel Community Development Services, Inc. wants you to join its team!

Arundel Community Development Services, Inc. (ACDS) is a private, nonprofit corporation established by Anne Arundel County to create and retain affordable housing opportunities, as well as to ensure the efficient delivery of community development services to those most in need. ACDS oversees and manages the expenditure of Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Program funds for Anne Arundel County. For the past 20 years, ACDS has contracted with Anne Arundel County to ensure CDBG and HOME funds are utilized in accordance with all HUD requirements. In addition to the CDBG and HOME Programs, ACDS manages the County's Continuum of Care process and administers the federal Emergency Solutions Grant (ESG), Supportive Housing Program (SHP), and Housing Opportunities for Persons with AIDS (HOPWA) Program and Maryland Special Loans Program, Neighborhood Conservation Initiative funds and Community Legacy Grant Program.

Summary

ACDS is seeking a professional planner whose responsibilities include assisting in the development, administration and implementation of plans, projects and program activities furthering affordable housing and community development within and for Anne Arundel County, Maryland. This is an entry level position that offers the opportunity to learn, assume responsibility for and play a leadership role as a key member of a small planning staff. The position offers tremendous opportunity for professional growth in the housing and community development field.

Job Description

General responsibilities include assisting in the development, administration and implementation of plans, projects and program activities. Specific responsibilities include assisting with the preparation of the federally required Consolidated Plan, Annual Action Plan, and annual Comprehensive Assessment and Performance Evaluation Report (CAPER); assisting with the management of federally funded grants; reviewing activity recommendations and request for funding; ensuring projects meet eligibility requirements; performing environmental reviews;

preparing subrecipient agreements; reviewing and approving payment request for compliance with OMB Circulars; and monitoring subrecipients for compliance with all applicable federal regulations. Additional responsibilities include assisting with community planning efforts.

Qualifications

The Project Planner position requires a Master's Degree in Urban Planning or a closely related field, or a Bachelor's Degree in Urban Planning in combination with directly relevant work experience. Ability to comprehend and correctly use a variety of informational documents including federal regulations, contracts, agreements, deeds of trust, census data and demographic reports. A working knowledge of CDBG, HOME and other HUD Programs is strongly desirable.

Salary /Benefits

Salary ranges from the mid 50's to low 60's depending on experience. ACDS offers an excellent benefits package including health insurance, retirement plan and free parking.

Location: Annapolis, Maryland

Scheduled Hours: Full-time 40 hours (salary exempt position)

How to Apply

Please include cover letter to:

Human Resources
Arundel Community Development Services, Inc.
2666 Riva Road, Suite 210
Annapolis, MD 21401
Or, email to hrresumes@acdsinc.org
Or, Fax (410) 222-7619

An Equal Opportunity Employer

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