

## JOB OPENING

Department:	Planning and Development
Position:	Community Development Assistant
Qualifications:	Associates degree with four years of office experience, or equivalent combination of work experience and training
Duties and Responsibilities:	Detailed position description attached
Pay:	\$18.11/hour
Benefits:	Health insurance, holidays, paid vacation, life insurance, sick days, personal days, retirement plan

### How to Apply:

Applicants who wish to apply will need to fill out the application for employment found on the Mifflin County webpage, found here:

<http://www.co.mifflin.pa.us/Pages/Job-Opportunities.aspx>

Submit Employment Application, Cover Letter, and Resume to Director Mark Colussy at [mcolussy@mifflinco.org](mailto:mcolussy@mifflinco.org)

## Mifflin County Position Description

<b>Position Title:</b> Community Development Assistant	<b>Department:</b> Planning & Development
<b>Date:</b> January 2023	<b>Reports to:</b> Community Development Administrator
<b>Grade:</b> 7	

---

### Purpose of Position

The Community Development Assistant provides assistance to carry out the community development objectives of the Mifflin County Planning Commission to the County. Work performed is under the supervision of the Community Development Administrator to carry out the key objectives.

### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not exclusive or all-inclusive, as other duties may be required and/or assigned:**

Maintain accurate, complex financial grant records to comply with all Federal, State, and Local grant requirements, and actively seeks to stay up-to-date with any new or changing requirements.

Prepare fiscal and other reports for department activities and grants including, but not limited to, CDBG Annual Report, Monthly Fiscal Reports, as well as compliance with set forth budgets.

Maintain accountability for time allocations as per internal and external time and expense sheets.

Maintain office files, sorting and indexing office correspondence and materials.

Assist with preparing for the Annual Single Audit and periodic review of financial records by grant funding agencies.

Preparing monthly, quarterly and annual reports to the granting entities on all projects.

Conduct client interviews for eligibility requirements to receive rehabilitation funds.

Manage any required door-to-door income surveys and associated reports.

Assist in preparing bid documents and in monitoring Davis Bacon wage compliance issues for all construction projects within the office to comply with Federal, State, and Local grant requirements.

Maintain and organize all files for each Housing Rehabilitation case, including filing and satisfying mortgages.

Prepare advertisements, agendas, attendance, and minutes for public hearings and other like meetings.

Preparation of resolutions and public notices to comply with Federal, State, and Local requirements.

Assist the Fiscal Manager with bookkeeping records of income and expenses including, but not limited to, general ledger, cash receipts journal, cash disbursements journal, general journal and supporting documents using financial software.

Binding, collating and mail preparation for CDBG and other grant applications.

Assist with the preparation and development of Environmental Review Records (ERR).

Able to react productively to change and handle other essential duties as assigned.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Associate degree with four years of office experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Proficient in desktop publishing (Publisher and Word) and database management (Excel and Access).

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical and Mental Requirements**

Ability to operate a variety of office equipment including, computer, calculator, telephone, etc.

Must possess ability to record, convey and present information, explain procedures and follow instructions.

Must be able to sit for long periods throughout the workday, with intermittent periods of moving, reaching, or driving as necessary to carry out essential job duties.

Dexterity requirements range from coordinated movements of fingers/hands to ambulatory functions, as necessary to carry out essential job duties.

Sedentary work, with occasional lifting/carrying of objects with maximum weights of thirty pounds.

Must be able to pay close attention to details and concentrate on work.

#### **Mathematical Ability**

Ability to add, subtract, multiply, divide and related math functions.

### **Language Ability and Interpersonal Communication**

Ability to use prescribed formats and conforming to all rules of punctuation, grammar diction and style.

Ability to record and deliver information, explain procedures, and follow instructions.

Ability to effectively communicate verbally and in writing with general public.

Ability to maintain confidentiality in regard to employee and office information and records.

Ability to speak and write English effectively.

Ability to type from clear copy or rough draft at a reasonable rate of speed.

Ability to understand and follow simple oral and/or written instructions.

Ability to communicate in an appropriate manner and get along well with others.

Ability to make minor decisions using good judgement and in accordance with established policies.

Ability to understand and follow complex oral and/or written instructions.

### **Environmental Adaptability**

Work indoors in adequate work space, lighting, temperatures and ventilation.

Normal indoor exposure to noise, disruptions and stress.

Normal indoor exposure to dust/dirt.

*Mifflin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*