**Planner Position Summary:** The Planner will support and oversee various compliance and reporting activities related to the CDBG program, transportation planning, and regional programs. The role requires close coordination with colleagues, communities, and external partners, ensuring that all projects align with regulations and deadlines. The successful candidate will also be responsible for maintaining accurate records, assisting in grant applications, attending meetings, and performing general office tasks.

**Key Responsibilities:**

**CDBG Program Support:**

* Attend construction meetings to ensure compliance with the CDBG program.
* Review Labor and Industry reports, including employee interviews and wage verification.
* Conduct payroll reviews to ensure adherence to guidelines.
* Assist with application processes, coordinating with Senior Planner to ensure all projects are covered.
* Support tasks such as public notices, project vetting for compliance, attending meetings, and ensuring deadlines are met.
* Write and prepare applications, reports, and maintain both paper and electronic records.
* Prepare monitoring items as requested and attend relevant trainings and workshops.
* Collaborate with Senior Planner to ensure awarded contracts and green sheets are up to date for program compliance.
* Keep the program website updated with necessary details.

**Transportation Program Support:**

* Attend MPO meetings, taking meeting minutes, preparing agendas, and ensuring that handouts and materials are updated on the website.
* Oversee the annual HPMS inspections and reports.
* Review invoices, complete checklists, and create narrative reports.
* Implement the UPWP and maintain records and filing as required by program regulations.
* Participate in PennDOT trainings and monthly meetings.
* Attend municipal and PennDOT meetings as requested by communities.
* Update transportation plans and programs, ensuring compliance with regulations.
* Oversee and update the program website to reflect necessary items.
* Train staff or communities on traffic counts if required, though these are no longer part of the UPWP.

**MCRPC Program Support:**

* Ability to work independently and as part of a team.
* Create PowerPoint presentations and update the website with meeting materials for Board meetings.
* Attend Board meetings and maintain records of proceedings.
* Perform general office duties, including record-keeping, time sheet maintenance, and vacation requests.
* Monitor office supplies, alerting the office administrator when stock is low or when new program-specific items are needed.
* Submit detailed receipts for company credit card usage upon return to the office.

**Reporting and Administration:**

* Report directly to Senior Planner and the Executive Director on all projects and program statuses.

**Qualifications:**

* Strong organizational skills with attention to detail.
* Ability to manage multiple tasks and meet deadlines.
* Effective communication skills to interact with colleagues, external partners, and municipalities.
* Knowledge of CDBG, transportation planning, and regional program requirements is a plus.
* Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
* Ability to work independently and in a team setting.
* Valid driver’s license and ability to travel for site visits and meetings as required.

**Work Environment:**

* Office-based with occasional fieldwork and meetings at various locations.
* Occasional evening or weekend hours may be required to attend meetings or complete time-sensitive tasks.