



CRAWFORD COUNTY PLANNING OFFICE

Zachary Norwood, Planning Director
Courthouse – Meadville, PA 16335
Phone: 814-333-7341

Job Position

Assistant Planning Director for Community Development

The Crawford County Planning Office is seeking a qualified candidate to join its professional planning team. Under the direction of the Planning Director, the Assistant Planning Director for Community Development is responsible to assist in the implementation of the County's comprehensive plan through the application, compliance, disbursement, management, and monitoring of Federal, State, and local funding.

The Assistant Planning Director for Community Development performs a wide variety of grant related tasks including, but not limited to, communication on federal, state and local funding programs, pre-application project development, grant application preparation, grant award oversight which includes management of compliance, monitoring, and reporting. All of which is completed in coordination with local, regional, state and federal partners.

The ideal candidate should have a Bachelor's degree in urban/regional planning, public administration/policy or related field from an accredited four-year institution, a Master's degree or supervisory experience is preferred. For more information on this position go to:

www.crawfordcountypa.net/planning.

How to apply:

Interested candidates must submit an application packet, which should include a letter of interest, resume, and County application. Application packets should be submitted through the following online portal, <https://forms.monday.com/forms/0fffb80030ca7ac9c66446e06d530141?r=use1>.

Individuals without the ability to submit electronically can mail their materials to 903 Diamond Park, Meadville PA 16335. Applications should be directed to Zachary Norwood, Planning Director. Deadline for applications is noon (12:00 p.m.) EST on January 28, 2022.

