

# Apalachee Regional Planning Council

Serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson,  
Liberty, Leon and Wakulla counties and their municipalities



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## Employment Opportunity Announcement

The Apalachee Regional Planning Council, a governmental agency serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty and Wakulla counties and their municipalities, announces the following job opportunity:

## Housing Program Coordinator/Community Planner

### Position Description

The Apalachee Regional Planning Council is seeking an entry to mid-level Urban and Regional Planner with 0-3 years of professional work experience. This is responsible professional, technical and administrative work implementing housing assistance programs, in counties served by the Council, including implementation of the State Housing Initiative Partnership Program (SHIP) and the Hurricane Housing Recovery Program (HHRP). This position will immediately coordinate programs in Calhoun and Jackson Counties with the potential to coordinate programs in other counties throughout the region as the need arises. Hybrid/Remote work opportunities may be available as necessary.

### Background

The ARPC, a multi-purpose agency of the State of Florida provides technical assistance in the areas of economic development, emergency planning, housing, transportation, and quality of life to meet the needs of our member local governments within the nine-county Region. Due to the diverse nature of the ARPC's work, the incumbent will gain experience through multiple platforms related to a wide variety of regional, state, and federal activities.

### Terms of Service

**Start Date:** Immediate

**Subject Area(s):** HHRP, SHIP, Federal and State Grant Management/Administration

**Hours per Week:** Full-Time Position, 40 hours per week

**Starting Compensation:** \$38,000 - \$50,000 D.O.Q.

### Scope of Work

Under the direction of the Housing Program Manager, the incumbent will have the following primary responsibilities:

- Coordinate housing programs including SHIP and any other such relocation, replacement, housing purchase, demolition, foreclosure, and acquisition assistance.
- Perform client in-take, review applications for program eligibility and ensure continued compliance.
- Prepare and manage the program budget for SHIP and HHRP as assigned.

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#### OFFICE

2507 Callaway Rd, Ste 200  
Tallahassee, Florida 32303

#### CONTACT

850.488.6211  
[www.thearpc.com](http://www.thearpc.com)

- Attend Board of County Commissioner’s meetings and workshops and prepare reports as required.
- Consult with federal, state, regional, private sector and local officials regarding housing and grant needs and availability of programs and is the liaison to the Affordable Housing Committee.
- Advise the County regarding requirements for the Local Housing Partnership and the Affordable Housing Committee.
- Coordinate with contractors and program inspector to facilitate walk throughs, develop scopes of work, and follow project from commencement to completion.
- Prepare quarterly and annual reports as required by SHIP.
- Track program financial obligations and expenditures in cooperation with the County Finance Staff.
- Attend seminars and trainings to ensure program compliance

### **Essential Physical Skills**

- I. Use of both hands and fingers with dexterity.
- II. Very frequent use of good near vision, good hearing.
- III. Occasional walking and frequent standing.
- IV. Ability to lift 30 pounds.
- V. Must be capable of driving a vehicle continuously for two or more hours.

### **Environmental Condition Requirements**

- I. Work inside the office in a sedentary posture as well as travel to meetings at various locations outside of the office.
- II. Occasionally attend meetings outside of normal working hours and outside of the local area.
- III. Comfortability with assisting multiple clients at one time

### **Education and Certification**

- I. Minimum Requirement: Bachelor’s degree in Planning, Public Administration, Social Work, Finance, or a related field
- II. Preferred: Master’s degree in Planning or a related field.

### **Experience and Abilities**

- I. Two years of professional Planning or Housing experience may be used to substitute the degree requirement.
- II. Strong writing and communication skills
- III. Basic knowledge of construction principles
- IV. Proficiency in file management and maintenance
- V. Familiarity with basic accounting, finance procedures
- VI. Proficiency Microsoft Office Suite
- VII. Preferred but not required: Experience with HHRP and SHIP programs.

## License, Certification or Registration

- I. Must have a valid driver's license or be able to secure a valid driver's license at the time of employment within this classification.

The ARPC is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the ARPC provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. ARPC is a Drug Free & Tobacco Free Workplace.

## Candidates

The ARPC asks that candidates interested in this opportunity provide a résumé and short description of their ability to meet the needs of the Scope of Work to:

Donald R. Morgan  
Housing Program Manager  
[dmorgan@arpc.org](mailto:dmorgan@arpc.org)