

SENDD POSITION POSTING
January 30, 2012

Community Development Specialist – Humboldt, Ne.

The Southeast Nebraska Development District (SENDD) is seeking a Community Development / Grants Management Specialist to work as part of the 2 person office staff in Humboldt, Nebraska. The position is located in the SENDD Humboldt Office. SENDD is looking for the right person who has a passion for providing high quality technical assistance to local units of government. SENDD is a voluntary association of 15-counties and their municipalities formed under the Interlocal Cooperation Act to identify common problems, their solutions and to provide continuing support for efficient and effective government among its members.

Responsibilities include: Primary duties include providing CDBG general administrative assistance, working with local governmental units to manage/administer existing projects and package new grant requests, and respond to requests for technical assistance.

Minimum Qualifications: Knowledge of local, state and federal government and community and economic development funding programs a plus. Bachelors Degree preferred. Applicable experience will be considered in place of specific degree. Good written/oral communication skills important. Moderate to high level of computer skills. Will require travel in S.E. Nebraska counties (projecting 1 night meeting a week). Must have a valid driver's license.

Salary and Benefits: Wage is commensurate with education/experience for this entry level position, anticipating an annual salary range of \$30-33K. If applicant carries a current NDED/CDBG Grant Administrator's Certification with relevant experience, effective salary range of \$36,000 to \$40,000.

Paid personal leave. Excellent health insurance. Retirement program. Flexible spending accounts available.

To Apply: Written responses only: submit cover letter, resume, references, salary history by February 13, 2012 to David Taladay, SENDD, 2631 "O" St., Lincoln, NE 68510-1398 or e-mail: dtaladay@sendd.org. Potential 3-1-2012 start date. SENDD is an Equal Opportunity Employer.