

## **COMMUNITY DEVELOPMENT COORDINATOR**

### **NATURE OF WORK**

This is a highly responsible position within the Community Development Department with the primary focus on economic development, including housing and commercial redevelopment support, grants and contract administration, and research. A secondary focus includes management of internal and external communication tools, including website administration, interaction with local press, and creation of new and innovative methods of interacting with residents and local businesses. Work is performed with considerable independence under the general supervision of the Community Development Director.

### **ESSENTIAL JOB FUNCTIONS**

1. Assists Community Development Director in preparing relevant items for City Council, EDA, and HRA agendas.
2. Assists the Community Development Director on various redevelopment projects.
3. Prepares and administers redevelopment, housing and community development related grant applications for funding and/or requests for reimbursements through appropriate federal, state, regional, and local agencies.
4. Administers demolition, relocation and other contracts related to redevelopment and housing projects.
5. Advises Community Development Director on other housing and/or community development programs and policies, which further the goals as identified by the EDA.
6. Prepares public communications including press releases, correspondence, articles, and other items.
7. Serves as the primary material and content coordinator for the City website.
8. Prepares written articles for the City Newsletter and other media.
9. Works with the Director in preparation of responses to economic development and redevelopment inquiries.
10. Assists the Director in preparation of the department annual report.
11. Assists with tracking development agreements.
12. Assists the City Planner with planning and zoning-related projects.
13. Serves as Recording Secretary for the Economic Development Authority and the Planning and Zoning Commission, as assigned.
14. Performs related duties as assigned.

### **REQUIRED QUALIFICATIONS**

Bachelor's degree in Urban Planning, Community Development, Public Finance or related field.

One-year experience using Microsoft Office software (Word, Excel, Power Point)

Previous public sector work experience, such as an internship, in planning, zoning, economic development, or grant writing.

Valid driver's license.

### **DESIRED QUALIFICATIONS**

Two or more years progressively responsible public sector experience in planning, zoning, economic development, or grant writing.

Master's degree in Urban Planning, Community Development, Public Finance or related field.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of state, federal, and local government processes as related to Community Development Programs.

Knowledge of planning principles and practices.

Knowledge of Planning/Zoning Administration.

Knowledge of personal computers and software applications, including G.I.S.

Knowledge of federal, state, and local grant programs.

Ability to prepare effective and competitive grant applications.

Ability to establish and maintain effective working relationships with co-workers, other public agencies, and the general public.

Ability to communicate effectively and professionally orally and in writing.

Ability to maintain complete information and prepare clear and detailed reports.

**COMMUNITY DEVELOPMENT COORDINATOR  
PHYSICAL AND ENVIRONMENTAL FACTORS**

PHYSICAL FACTORS	Code	TASK NUMBERS	ENVIRONMENTAL FACTORS	Code	TASK NUMBERS
Standing Stationary	O	1,2,3,4,5,6,7,8,9,10,11,12,13,14	Work Alone w/out other employees	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14
Moving About	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14	Work With Others (the public or other employees)	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14
Sitting	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14	Work Around Other Employees	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14
<b>Physical Strengths and Demands</b>			Public Contact	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14
Lifting-Push & Pull While Stationary			Shift Work		
Sedentary-up to 10 lbs.	V	1,2,3,4,5,6,7,8,9,10,11,12,13,14	Extended Day	O	1,2,3,4,5,6,7,8,9,10,11,12,13,14
Light Work-11 to 20 lbs	V	1,2,3,4,5,6,7,8,9,10,11,12,13,14	Inside	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14
Medium Work-21 to 50 lbs			Outside	O	2,3,4,9,11,12,14
Heavy Work-51 to 100 lbs			Confined Area		
Very Heavy-over 100 lbs			Extreme Hot		
Carrying-Push & Pull While Moving About			Extreme Cold		
Sedentary-up to 10 lbs	V	1,2,3,4,5,6,7,8,9,10,11,12,13,14	Wet and/or Humid		
Light Work-11 to 20 lbs	V	1,2,3,4,5,6,7,8,9,10,11,12,13,14	Noise		
Medium Work-21 to 50 lbs			Vibration		
Heavy Work-51 to 100 lbs			Mechanical Equipment		
Very Heavy-over 100 lbs			Electrical Equipment		
Climbing			Pressurized Equipment		
Balancing			Burning Material/Equipment		
Stooping	V	1,2,3,4,5,6,7,8,9,10,11,12,13,14	Explosive Material/Equipment		
Kneeling	V	1,2,3,4,5,6,7,8,9,10,11,12,13,14	Radiant Energy		
Crouching	V	1,2,3,4,5,6,7,8,9,10,11,12,13,14	Moving Objects		
Crawling	V	1,2,3,4,5,6,7,8,9,10,11,12,13,14	High Places		
Reaching	V	1,2,3,4,5,6,7,8,9,10,11,12,13,14	Fumes/Odors		
Twisting-Sitting	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14	Dirt/Dust		
Twisting-Standing	F	1,2,3,4,5,6,7,7,9,10,11,12,13,14	Gases		
Handling	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14	Poor Ventilation		
Fingering	F	1,2,3,4,5,6,7,8,8,10,11,12,13,14	Other (Specify)		
Feeling			Other (Specify)		
Talking	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14			
Hearing	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14			

Seeing - Near Vision	F	1,2,3,4,5,6,7,8,9,10,11,12, 13,14			
Seeing - Far Vision	F	1,2,3,4,5,6,7,8,9,10,11,12, 13,14			
Seeing - Depth Perception	O	1,2,3,4,5,6,7,8,9,10,11,12, 13,14			
Seeing - Color Vision	F	1,2,3,4,5,6,7,8,9,10,11,12, 13,14	Codes:		
Seeing - Field of Vision			Blank - Not Present		
Smelling			V = Very Infrequent 1 to 2 times a week		
Walking	F	1,2,3,4,5,6,7,8,9,10,11,12, 13,14	O = Occasional - Up to 1/3 of time a week		
Reading	F	1,2,3,4,5,6,7,8,9,10,11,12, 13,14	F = Frequent - 1/3 to 2/3 of time		
Driving	O	1,2,3,4,8,9,11,12,14	C = Constant - More than 2/3 of time		
Other (specify)					