

CITY OF COLUMBIA HEIGHTS
EMPLOYMENT OPPORTUNITY
OPEN COMPETITIVE

Date: April 18, 2019

POSITION: **COMMUNITY DEVELOPMENT COORDINATOR**

POSITION SUMMARY: 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 department 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.

REQUIRED QUALIFICATIONS: Bachelor's degree in Urban Planning, Community Development, Public Finance, or related field. One year of experience using Microsoft Office software (Word, Excel, PowerPoint). Previous public sector work experience, such as an internship, in economic development, planning, zoning, or grant writing. Possession of a valid drivers license.

DESIRED QUALIFICATIONS: Two or more years progressively responsible public sector experience in economic development, planning, zoning, or grant writing. A Master's degree in Urban Planning, Community Development, Public Finance, or related field.

SALARY RANGE: \$4,378 – 5,052 per month plus fringe benefits

APPLICATION PROCEDURE: City applications are available from the City Hall Information Window, by downloading from www.columbiaheightsmn.gov, or by e-mailing or calling Nancy Becker at nbecker@columbiaheightsmn.gov or (763)706-3606. A City application MUST be completed and returned to the Human Resources Manager, City of Columbia Heights, 590 40th Avenue N.E., Columbia Heights, MN 55421, no later than 4:30 PM, Friday, May 10, 2019.

SELECTION PROCEDURE: Applicants will be evaluated on the following criteria:
Experience and Training - 50%
Oral Interview – 50%
Supplemental Questions/Inbox Exercise – Pass/Fail

CLOSING DATE: Applications accepted until 4:30 PM, Friday, May 10, 2019.

EOE M/F/V/H

The City of Columbia Heights does not discriminate on the basis of disability in employment or the provision of services