

POSITION DESCRIPTION

Position Title: Community Development Coordinator
Department: Planning & Community Development
Division: Community Development
FLSA: Exempt
Retirement: KPERS
DATE: May 2, 2016

GENERAL PURPOSE

This is a professional position responsible for the planning and implementation of the Community Development Block Grant entitlement program, the Emergency Solutions Grant, and for assisting with application and administration of development and redevelopment grants to assist the revitalization of Leavenworth.

SUPERVISION RECEIVED

Works under the general guidance and direction of the City Planner.

SUPERVISION EXERCISED

Although the position does not have direct supervisory responsibility for personnel, the position has programmatic responsibility for all files and financial report requirements imposed by the US Department of Housing & Urban Development (HUD) and the other granting agencies.

ESSENTIAL DUTIES & RESPONSIBILITIES

(Not all duties are listed nor do the listed examples include all tasks, which may be performed.)

- Plans, implements and monitors all projects associated with the Community Development Block Grant program, assuring compliance with all HUD procedures and requirements.
- Applies for, plans, implements, and monitors all projects associated with the Home Investment Partnership Act, the Emergency Solutions Grant program and similar programs offered by the Kansas Department of Commerce and Housing or the Kansas Housing Resources Corporation.
- Responsible for the planning, implementing and monitoring of all projects associated with historic preservation planning and survey grants as administered by the Kansas State Historical Society as they apply to the Community Development Department. Performs Section 106 reviews for Historic Preservation clearance.
- Drafts the Annual Action Plan for yearly CDBG program implementation.
- Responsible for the preparation of departmental budget and Capital Improvement Program submissions to the governing body that apply to the operation of the Community Development Department.
- Presents materials to the Community Development Advisory Board and City Commission as needed.
- Represents the department at various community board and agency meetings. Responds to inquiries and needs generated by those contacts.
- Prepares informational materials for citizens and responds to citizen inquiries regarding programs and activities.
- Prepares requisitions for payments for project activity. Manages all third party and two-party contracts associated with grant-funded activities. Maintains database and tracks funding balances for all projects.
- Establishes checklists based on funded compliance regulations to assure complete file maintenance.
- Creates code-compliant work write-ups and cost estimates for Home Rehab projects.

- Responsible for site inspection, consultant oversight and administrative reporting for the expanded Environmental Review Tier One and Tier Two compliance for all CDBG projects: home repairs, home ownership and demolitions requiring additional inspection/reports.
- Completes the demolition process for structures following City Commission approval, to include conducting environmental reviews, verifying utility disconnects, preparing requests for bids for asbestos inspections and demolition work, managing contracts and inspecting job sites in accordance with HUD regulations.
- Processes, reviews and qualifies applications for all programs, to include income verifications.
- Completes field inspection work to include climbing ladders and stairs to inspect minor home repair activities, including roof, window and gutter repairs.

PERIPHERAL DUTIES

- Responsible for drafting federal five-year Consolidated Plan that creates the framework for Community Development Block Grant Program.
- Provides a variety of miscellaneous administrative duties in accordance with the Community Development Advisory Board initiatives and directives.
- May serve as a departmental representative on various employee committees.

MINIMUM QUALIFICATIONS

- Bachelor's degree in government, history, sociology, planning, business, public administration, or closely related field with strong organizational emphasis, or a combination of education and experience with CDBG and/or other grants commensurate with a BS/BA degree (at least 4 yrs).
- Must be able to type **30 WPM**.
- Accurate knowledge of business English, spelling, business math and basic accounting practices.
- Five years progressive experience in a business, professional or public office setting.
- Highly self-motivated, demonstrated ability to work independently without supervision.
- Must possess public & human relations skills dealing with a wide range of citizenry and corporate representatives.
- Possess a valid driver's license at time of application, and ability to use personal vehicle to perform inspections and other job tasks

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Federal and State grant funding programs.
- Computers, to include data and word processing systems, Microsoft Office, photo editing software, mapping software, internet, and file systems.
- CDBG special program rules.
- Public processes and government administrative requirements.
- Building construction methods and practices.
- Real estate transaction processes.

Skills:

- Typing, filing and report writing.
- Effective verbal and written communication skills.
- Public relations and public speaking.
- Time management and multi-tasking abilities.

Ability to:

- Comprehend and adhere to mandatory report and file directives; relate to the general public, developers, public officials, city employees; tactfully resolve conflicts; initiate action, work independently with minimal supervision, respond to workload amidst constant interruption.

- Read, write and speak English distinctly and clearly.
- Effectively present information verbally, and in writing, to individuals or groups.
- Effectively use computer graphic and photo editing skills, to include Power Point preparation.
- Understand the importance of public relations, interpersonal and organizational skills.
- Effectively use IDIS and other electronic media report procedures.

TOOLS AND EQUIPMENT USED

Personal computer and related software (including Microsoft Office, word processing, spreadsheet, IDIS, photo editing, mapping and data base software), printer, typewriter, calculator, copier, scanner, fax machine, digital camera, label maker, telephone, automobile and measuring devices.

PHYSICAL DEMANDS

The physical demands described hereafter are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

The employee is expected to be able to sit, stand, walk, talk, hear, see, and use hands and feet, feel objects such as tools and reach for materials at a customary height. There is no heavy lifting required of this position other than lifting and carrying the occasional boxes of files from the office to permanent storage, when needed. Some field inspection work is required, and may include, but is not limited to climbing a ladder and climbing stairs.

WORK ENVIRONMENT

The following work environment is representative of the employee's station during the conduct of most of the functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The employee will perform most work in a protected office setting. The employee will be required to perform site inspection work on job sites created by the grant programs in all seasons.

The noise level in the office is generally quiet and moderate/loud in the field.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written/practical examination or other job-related tests, oral interview; final selection; reference check; background investigation; and post-offer medical examination to include a drug screen.

The duties listed above are intended only as illustrations of the various types of work that must be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL AUTHORITY:

Department Head

Date

HR Director

Date