

COMMUNITY DEVELOPMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning for the use of, applying for, and properly utilizing Community Development Block Grant (CDBG) Program funds. The funds, which come from the Department of Housing and Urban Development (HUD), are used to improve living conditions for, expand economic development opportunities for, and provide new or improved public facilities in areas of low and moderate income persons. Work is carried out in accordance with procedures prescribed by federal and state regulations and with the assistance of federal and state funds. Work is performed under the general supervision of the Director of Planning. Supervision over the work of others is not a responsibility of employees in this class. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

Uses personal computer to analyze data and statistics;
Collects, prepares, interprets and updates data and creates maps, charts, reports and presentations;
Conducts visits to ensure human services agencies' compliance with HUD CDBG regulations;
Reviews and processes applications for Home Improvement and First Time Homebuyer programs;
Participates in the conduct of research and other data-gathering procedures in the preparation of grant applications;
Acts as a liaison with other departments and town officials to coordinate Community Development program activities and to explain the scope and nature of Community Development Block Grant programs;
Provides demographic, social and economic information to prospective residents of the area.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of federal, state and local laws, policies and regulations relating to Community Development Block Grant programs;
Thorough knowledge of all aspects of housing: rehabilitation, rental assistance, subsidized housing, emergency repair services, local improvement programs and new construction;
Good knowledge of Geographic Information Systems and graphics software;

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Good knowledge of the technique of research and data interpretation;

Good knowledge of the modern problems, trends, developments and professional literature in the field of community development and urban planning;

Good knowledge of financing procedures, practices and sources for public and private housing development and rehabilitation;

Skill in using computer software to create maps, charts and reports;

Ability to compile and prepare oral and written reports;

Ability to establish and maintain effective working relationships;

Ability to communicate clearly and concisely both orally and in writing;

Good judgment, tact and initiative;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in public or business administration, geography, planning, economics or closely related field and two (2) years of staff administration experience* or administration experience* in planning or in organizing, implementing, evaluating and administering a community development program, a program funded by government grant monies, a public works program (i.e. a highway or sanitary department), housing and urban development program or a closely related field; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in public or business administration, geography, planning, economics or closely related field and four (4) years of experience as defined in A); or
- C) Graduation from high school or possession of a high school equivalency degree and six (6) years of experience as defined in A); OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and (C).

NOTE: Education beyond the Bachelor's degree in the field of public or business administration, geography, planning or economics can be substituted for experience on a year-for-year basis.

*Staff Administration: Incumbents perform functions in a support role to higher level administrators. This could involve office management; participation in budget preparation and monitoring; personnel; administrative analysis, including involvement in the development and/or review of department-wide practices and procedures; evaluating departmental operations; participation in planning, management activities; purchasing; public relations and other similar functions.

*Administration experience: responsible direction and control of identifiable organizational unit or program; in addition to the supervision of work groups, an administrator is involved in planning, resource allocation, program evaluation and policy formulation. Experience performing specialized functions or "staff activities" such as budgeting, finance, administrative analyses or personnel, which do not involve the aforementioned responsibilities, are not considered administration experience.