



CLASSIFICATION NO. 269

Established: 4/78

Revised: 7/80, 3/91

FLSA: Exempt

EEO: 2

## **COMMUNITY DEVELOPMENT PROJECT COORDINATOR**

### **CLASS CHARACTERISTICS**

Under general supervision, to facilitate, plan, coordinate and administer the construction of capital improvement projects funded with federal community development block grant funds and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Community Development Division within the Department of Human Services manages the implementation of community improvement projects funded with federal community development block grant funds.

The Community Development Project Coordinator is primarily responsible for planning, coordinating and administering construction of capital improvement projects in conformance with federal community development block grant rules and regulations. This position works with citizen groups and non-profit organizations and oversees project implementation activities. These activities include initial project conceptualization, hiring architects or engineers and completion of environmental review procedures. Incumbents work on publicly bidding construction projects in compliance with applicable regulations and monitor and report construction activity as required by federal labor standards.

The Community Development Project Coordinator differs from the Housing Rehabilitation Specialist which is responsible for inspecting homes eligible for rehabilitation loans, preparing construction specifications and cost estimates, assisting clients in hiring contractors and monitoring construction work to ensure compliance with applicable rehabilitation and building codes.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Evaluates the feasibility of proposals for community development block grant funds; writes, disseminates and interprets information materials about community development block grant programs to citizens and municipal organizations; schedules and staffs information meetings to discuss the application process and time lines for design and construction; interprets and ensures compliance with federal rules and regulations.
2. Prepares and submits (County's) annual grant applications for various federal assistance programs; assists project sponsors to identify specific community needs; reviews proposed projects for feasibility; assists in the preparation of requests for grant funds; assists individuals, neighborhood groups and elected officials to build community support for

proposed projects; may prepare or assist with the preparation of current mandated HUD plans that identify countywide housing and community development needs.

3. Administers contracts for the design and construction of approved capital improvement projects; prepares Requests for Proposals; requests, reviews and selects bids for design and construction services; prepares, negotiates and administers service contracts; prepares and executes interagency/governmental cooperation agreements; solicits bids and prepares construction contracts that comply with HUD labor standards.
4. Administers capital improvement project budgeting and expenditure controls; authorizes payments to contractors; reviews and approves work order changes; reviews contracted work for conformance with contract specifications; monitors project expenses to ensure completion within budget and ensures compliance with federal labor standards.
5. Prepares and disseminates reports documenting compliance with program requirements related to equal employment opportunity labor standards and program performance; prepares environmental assessment reports and housing assistance applications, provides technical assistance in real estate acquisition, relocation and displacement issues, and physical and socioeconomic impact analyses.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of: Federal housing and community development programs and regulations; land use and design principles; community and urban planning principles and practices; housing socioeconomic needs of low and moderate income people; principles and practices of contract and grant preparation and their administration; principles and practices of project/building construction management; construction methods and materials; engineering and architectural terms applicable to capital improvement projects; legal regulations and methods of real estate acquisition and development; public finance and tax increment financing; basic statistical methods and research techniques.

Skill to: Communicate effectively, both orally and in writing; plan, coordinate and administer capital improvement construction projects; prepare and deliver public presentations; direct the work of assigned or contractual subordinate personnel; establish and maintain effective working relationships with the public, County and participating city personnel; collect, compile and analyze demographic data; prepare statistical, narrative and assessment reports; maintain accurate records; interpret federal community development block grant regulations and apply them to specific situations; read and understand construction plans and specifications.

### **WORKING CONDITIONS**

Duties in the field require walking, squatting, kneeling, balancing, reaching, and involve exposure to inclement weather, noise, dust, and slippery and/or uneven surfaces.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

**PRE-EMPLOYMENT REQUIREMENTS**

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 9/16