



CLASSIFICATION NO. 269

Established: 4/78

Revised: 7/80, 3/91, 5/25

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 Department of Health, Housing and Human Services (H3S) provides a wide range of services to individuals, families, and communities through its Divisions: Children, Families & Community Connections, Public Health, Behavioral Health, Health Centers, Social Services, and Housing & Community Development. The Housing and Community Development Division (HCDD) within H3S, manages programs to provide decent and affordable housing, revitalize distressed neighborhoods, expand and improve community services and facilities, expand and conserve the housing stock, expand employment opportunities, and eliminate conditions detrimental to community health and welfare for low- and moderate-income residents of the County. These community development and housing programs are primarily funded by the U.S. Department of Housing and Urban Development (HUD).

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 reviews in coordination with other professionals. Incumbents work on publicly bidding construction projects and professional services in compliance with applicable state and federal 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 low-income clients in hiring contractors and monitoring construction work to ensure compliance with applicable rehabilitation and building codes. The Community Development Program Manager differs from the Community Development Project Coordinator as the Community Development Program Manager plans, organizes, administers and manages the County's Grant programs, assigns projects to Project Coordinators, manages the Housing Rehabilitation Loan and Grant Programs, acts as liaison between the County and public and private agencies in facilitating the operation and implementation of several grant program components, and assists in planning, coordinating and administering a comprehensive system of federal and state funding guidelines.

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 timelines 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.