

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 277

COMMUNITY DEVELOPMENT COORDINATOR

GENERAL

Responsible supervisory and technical work in coordinating the Community Development Block Grant, HOME and SHIP grant programs and community development/redevelopment activities for the City. Work is performed under general direction of Director of Housing and Urban Improvement.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Prepares and submits annual action plans for Community Development Block Grant (CDBG) and HOME Funds. Prepares and updates Local Housing Action Plan as required for the use of SHIP grant funds.

Provides oversight and guidance of the work of Housing Inspectors to ensure compliance with program goals and requirements.

Prepares and coordinates studies, proposed programs/projects and recommendations for community improvement projects within the target areas.

Serves as liaison between civic groups, private and public agencies in solving community development and community redevelopment and related problems.

Determines needed community development/community redevelopment programs/projects based upon existing data and updated data collection and analysis on an ongoing and periodic basis.

Coordinates the development of comprehensive CDBG/HOME/SHIP Grant Programs/Projects including housing construction, housing rehabilitation, residential relocation, environmental reviews, neighborhood facilities, and capital improvement projects.

Assists in development of short and long-range plans for the Community Development target area and CRA district(s). Monitors compliance of programs and projects with applicable Federal, State and local laws and regulations.

Attends meetings of various private agencies, community organizations and governmental groups to provide information or recommendations concerning community development problems.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles, techniques and objectives of CDBG/HOME/SHIP Programs. Knowledge of HUD's rules and regulations regarding CDBG/HOME Funds. Knowledge of SHIP program rules and regulations. Knowledge of the principles and practices of public administration as it relates to community development/redevelopment. Extensive knowledge of current methods and procedures used in commercial and residential real estate development. Knowledge of community development principles and theories for neighborhood planning. Ability to plan and conduct meetings, workshops and conferences. Ability to analyze situations accurately and to plan and adopt an effective course of action. Ability to establish and maintain effective working relationships with private and public agencies, organizations and individuals.

MINIMUM QUALIFICATIONS

Bachelors degree in City Planning, Public Administration, Business Administration, Social Science or a related field and considerable responsible community development/redevelopment experience or a Master's degree in Planning, Public Administration or related field and some responsible community development/redevelopment experience.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, and pulling.

Rev. 3/05

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.