

COMMUNITY DEVELOPMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility, in a small municipality, for coordinating the planning, development and administration of the Federal Community Development Block Grant Program. Work is carried out in accordance with policies and procedures established by the United States Department of Housing and Urban Development. The work is performed under the general supervision of a municipal board or official. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Oversees and coordinates the Community Development Block Grant process in a small municipality;

Coordinates and prepares bids for a variety of contracted services under community development grants;

Prepares and issues press releases;

Prepares Performance Assessment Reports;

Publicizes and coordinates public hearings;

Monitors compliance with fair wage regulations;

Monitors progress of public site improvement projects;

Monitors appropriateness of fiscal documentation;

Maintains a variety of records;

Prepares a variety of reports;

Attends conferences and reads literature pertaining to Community Development;

Represents the program at meetings, to a variety of agencies, and at hearings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of HUD regulations, requirements, and practices for a municipality related to the administration of Community Development Block Grants; good knowledge of grant writing practices and the federal grant application process; working knowledge of the principles and practices of governmental budgeting; ability to establish effective working relationships; ability to meet, and communicate effectively, with the public; ability to communicate effectively both orally and in writing; ability to understand and interpret complex oral and written information; resourcefulness; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and one year of full-time paid work experience, or its' part-time equivalent, in technical and/ or administrative community development work, planning, grant writing, administration or related work; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an associate's degree and three (3) years of experience as described in A above; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as described in A above; **OR**
- D. An equivalent combination of training and experience as described in A, B and C above.

Note: Post-Baccalaureate training at a regionally accredited or New York State registered college or university in community development, planning, public administration or a related field may be substituted for up to one year of the above required experience. One year of work experience equals twenty-four (24) graduate credit hours.

ULSTER COUNTY
1480 COM DEV CD
Classification: Competitive
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Adopted: July 17, 1990