

Department: Community Resources
Classification: Competitive
Grade: 12

SPEC DISK BC
DOCUMENT 38

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, expand economic development opportunities 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. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Uses computer to analyze data and statistics;
Collects, prepares, interprets and updates data and creates maps, charts, reports and presentations;
Participates in the conduct of research and other data-gathering procedures in the preparation of grant applications, energy saving budget reports;
Acts as a liaison with other departments and town officials to coordinate program activities and to explain the scope and nature of Community Resources programs and services;
Provides demographic, social and economic information to prospective residents of the area.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of federal, state and local policies and regulations relating to grant programs; Good knowledge of the technique of research and data interpretation; Good knowledge of financing procedures, practices and sources; 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 and initiative; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION:

Four (4) years of full-time permanent competitive status in the Essex County Community Resources Department.

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