

Class Code: F01
City of Anaheim
Class Specification

CLASS TITLE: COMMUNITY DEVELOPMENT COORDINATOR

DEPARTMENT/CONTROL CENTER: Community Development

CLASS DEFINITION:

To perform a variety of professional duties and responsibilities involved in the coordination, administration, implementation and monitoring of the Community Development Block Grant program.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Redevelopment/Property Services Manager- Housing Development.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS: Responsibilities and duties may include, but are not limited to, the following:

Administer the City's Community Development Block Grant program plan; coordinate and conduct public hearings; prepare the final statement, program budget, application and related documents.

Review and recommend the approval of funding requests for program eligibility; review agreements to ensure compliance with Federal requirements; prepare federally required reports, plans and related documents.

Promote citizen participation in the Community Development Block Grant program; prepare and distribute information to the public on the program; provide educational information and training on acquiring CDBG funding, grant applications, designating/qualifying a neighborhood for funds, and reporting requirements.

Maintain liaison with neighborhood councils and church groups, human services agencies, the Neighborhood Services Office, Community Development Advisory Board (CDAB), other City Departments and the general public.

Prepare requests for proposals for the selection of consultants providing services to the Community Development Block Grant program.

Oversee State and Federal environmental impact compliance; prepare and maintain related files and records utilizing IDIS (Integrated Disbursement Information System); produce financial and project activity reports including those related to equal opportunity and minority business enterprise.

Utilize IDIS to: monitor HUD grants; oversee the monthly draw down of funding for HUD projects; review spending caps; perform monthly AFIRM system reconciliation to IDIS.

Monitor contractor payrolls and documentation for compliance with Federal labor standards; prepare and maintain related files and records. Assist in the preparation of contracts; monitor compliance of all CDBG recipients.

Monitor, coordinate and assist in developing the Community Development Block Grant program budget.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

EXAMPLES OF NON-ESSENTIAL JOB DUTIES:

Utilize GIS technology to map low income areas, eligibility information, and special project areas.

Perform related duties and responsibilities as required.

JOB RELATED QUALIFICATIONS:

Experience: Responsible experience in the administration of a Community Development Block Grant program.

Knowledge of: Principles, practices, methods and procedures of the Community development Block Grant program administration; pertinent Federal, State and local laws, codes and regulations; principles, practices, methods and procedures of data collection and research techniques related to Community Development Block Grant program administration; principles and procedures of financial record keeping and reporting; basic budgeting and accounting principles; contract administration; automated reporting and program participation systems.

Ability to: Analyze and interpret Community Development Block Grant program methods and procedures; interpret and apply Federal, State and local policies, procedures, laws and regulations; monitor and reconcile HUD grant funding; prepare grant applications and proposals; prepare and administer a budget; interpret, educate and train citizens on community development policies, procedures and program requirements; prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including a variety of citizens, contractors, City officials and staff.

Physical Requirements: Work in an office environment. Ability to perform off-site contractor inspections.

License and/or Certification Requirements: None.

FLSA DESIGNATION: Administrative Exempt

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Unit 09
Revised 9/89 - Ralph Andersen & Associates
Former Job Class - Community Relations Coordinator or Specialist
Revised 7/95 - V. Kilmurray
Revised 6/98 - SAW
Doc CS1397VK.WP