



# City of Duarte

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IS ACCEPTING APPLICATIONS FOR:

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## HOUSING & REDEVELOPMENT COORDINATOR

- IDEAL CANDIDATE:** The City of Duarte is seeking an energetic Housing & Redevelopment Coordinator for its Community Development Department. The ideal candidate is a professional that has the ability to be effective working on a wide variety of tasks related to housing, redevelopment, CDBG, and economic development.
- POSITION SUMMARY:** The Housing & Redevelopment Coordinator will be responsible for coordinating the City's housing and CDBG programs; helping to develop policies and programs for expanding the City's stock of affordable housing; preparing reports required by local, state, and federal agencies; assisting in the staffing of the City's Economic Development Commission; and other similar tasks.
- MINIMUM QUALIFICATIONS:** Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a B.A./B.S. degree from an accredited college or university with major course work in planning, finance, public administration, business administration, or a related field, and four years of experience in housing and redevelopment. Masters degree desired, but not required. If you are a team oriented individual with the necessary experience, we encourage you to apply!
- COMPENSATION:** Hiring salary range: \$6,457 – \$6,871 monthly (Full range: \$6,457-\$7,702). Benefits include fully paid 2.5% @ 55 PERS retirement; generous City contribution to medical insurance; City-paid dental, vision, short and long term disability insurances. City-paid Employee Assistance Plan (EAP) and life insurance in an amount equal to employee's annual salary. 4/10 work schedule (closed Fridays), 110 holiday hours, 82 vacation hours, 96 sick hours. Deferred compensation plans, credit union, tuition reimbursement, and computer loan program available.
- APPLICATION PROCEDURE:** Candidates must complete a City of Duarte application (resumé also recommended); application, plus any additional materials, must be received by the Human Resources Office at City Hall by 6:00 p.m. on Thursday, February 4, 2010. *Faxed or emailed applications and/or resúmes are not accepted.* Applications and the complete job description are available on the City's website.

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### HUMAN RESOURCES OFFICE

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