



HOUSING & REDEVELOPMENT COORDINATOR

\$6,457 – \$7,702 monthly, plus excellent benefits package

Definition:

Under the direction of the Community Development Director, performs a wide variety of advanced and complex professional level work involving programs, projects, and activities related to the implementation and administration of the City's redevelopment, housing, and community development block grant programs. The incumbent prepares reports required by federal and state agencies, and provides professional information and assistance to the Department, the Economic Development Commission, the City Council, developers, contractors, and the general public.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Plans, coordinates, and administers assigned redevelopment, housing, and related projects, programs, functions, and activities, including affordable housing activities, rehabilitation programs, redevelopment programs, and the inclusionary housing program.
2. Manages and coordinates the City's community development block grant (CDBG) programs.
3. Establishes and organizes detailed project files, including maintaining statistical information for assigned programs.
4. Prepares a variety of monthly and annual reports required by local, state, and federal agencies.
5. Serves as project manager for projects, as assigned.
6. Participates in developing and coordinating the implementation of long-range plans, goals, objectives, policies, procedures, and work programs related to redevelopment and housing services.
7. Evaluates existing redevelopment and housing programs and develops proposals for future redevelopment and housing needs.
8. Prepares and presents project reports with related recommendations.
9. Assists with the annual Redevelopment Agency budget and work plan.
10. Attends Economic Development Commission, City Council, and other meetings as required.
11. Makes presentations to City Council, Economic Development Commission, other commissions, boards, and committees.
12. Successfully develops programs and implements projects with a variety of public and private organizations, consultants, contractors, citizen groups and the general public.
13. Performs basic planning tasks, such as providing general plan, zoning, and development information.
14. Develops specifications, and prepares request for proposals and grant applications.

15. Advises other City personnel and the public regarding redevelopment, housing, and economic development.
16. Assists with Real Estate transactions and monitors Agency-owned properties.
17. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Principles and practices of community development, redevelopment, housing, and economic development.
- Advanced principles and practices and new trends and innovations in the fields of redevelopment, housing, and economic development.
- Requirements and procedures of the Community Development Block Grant program.
- Applicable federal, state, and local laws, codes, regulations, and legislation, including those relating to the acquisition and disposition of land, and those affecting redevelopment and Housing programs and projects.
- Funding sources that impact redevelopment and housing programs.
- Principles and practices of budget preparation and implementation.
- Recent developments, current literature, research methods, and sources of information related to redevelopment and housing programs.
- Principles and practices of contract administration, negotiation, and project management.
- Real estate procedures and documents.
- Technical report writing and public presentation skills.
- Computer equipment and related software.
- Codes and regulations including laws underlying general plans, zoning, land divisions and environmental regulations.
- Geographic Information Systems.
- Project management practices and tracking systems.

Skill and Ability to:

- Interpret and apply redevelopment and housing laws, rules and regulations.
- Perform professional level duties within the City's redevelopment and housing function.
- Operate a personal computer and relevant software in a Mac environment.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Effectively apply principles related to the redevelopment process.
- Perform analytical research and prepare statistical reports.
- Prepare complete and comprehensive funding applications, contracts, and budgets.
- Prepare and analyze technical and administrative reports.
- Communicate clearly, thoroughly, and concisely, both orally and in writing.
- Prepare, organize, and present both oral and written reports for commissions, City Council, and citizens' groups.
- Maintain cooperative working relationships, and exercise sound independent judgment within policy guidelines.

Training and Experience:

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.

Licenses and Certificates:

Possession of a valid California driver's license is required by the date of hire.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach and bend.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- Required to attend periodic evening/weekend meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work at a video display terminal for prolonged periods.
- May be required to work evenings and weekends.

Compensation and Benefits:

Hiring salary range: \$6,457 – \$6,871 monthly. 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; application, plus any additional materials, must be received at City Hall by 6:00 p.m. on Thursday, February 4, 2010. *Faxed or emailed applications and/or resumes are not accepted.*

Applications should be submitted to: Human Resources Office
City of Duarte
1600 Huntington Drive
Duarte, CA 91010

The Human Resources Office may be reached at (626) 357-7931. Applications may be picked up at Duarte City Hall, requested from the Human Resources Office, or located online at <http://www.accessduarte.com/GeneralInformation/employmentopportunities.asp>.