

**CITY OF WATERLOO, IOWA  
COMMUNITY DEVELOPMENT COORDINATOR**

**DEPARTMENT** : **COMMUNITY PLANNING & DEVELOPMENT**  
**SALARY** :  
**FLSA** : **EXEMPT**  
**CIVIL SERVICE** : **INCLUDED**  
**BARGAINING UNIT** : **NON-BARGAINING**

**GENERAL STATEMENT OF DUTIES**

Performs assignments related to development and implementation of policies, programs and practices in community development, economic development, grants, acquisition and relocation, rehabilitation and Federal and State aid programs. The work is performed under the general direction of the Community Development Director but considerable leeway is granted for the exercise of independent judgement and initiative. May supervise and coordinate the work of up to five technical and clerical staff and one intern. Assumes responsibility for operation of Community Development in absence of Community Development Director.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

**(Illustrative Only)**

These functions are considered essential for successful performance in this job classification.

1. Advises the Community Development Director on financial implications of major improvement programs and reporting systems and activities.
2. Prepares grant applications for financial and technical assistance from various Federal and State agencies.
3. Coordinates the HOME Investment Partnership Program.
4. Provides administrative and technical support to the Community Development Director in establishing programs and objectives, developing procedures, preparing and administering grant budgets and related reports.
5. Prepares and monitors sub-recipient agreements.
6. Assists in establishing and maintaining liaisons with Federal, State and other government subdivisions as well as with various business, civic and citizen groups.
7. Assists in coordinating planning, acquisition, relocation, housing rehabilitation, demolition, site clearance, site improvements and disposition of land.
8. Coordinates and reviews findings and reports of technical staff and consulting firms.

9. Assists in planning, organizing, directing and reviewing work of Community Development staff.
10. Assists in developing department budget, Consolidated Plan and performance reports.
11. Promotes Citywide support for redevelopment and other community improvement programs.
12. Compiles reports, performs data entry and completes forms on personal computer using the applicable software.
13. Assumes responsibility for operation of Community Development in absence of Director.
14. Works independently and with others with limited supervision.
15. Attends work regularly at the designated place and time.
16. Performs all work duties and activities in accordance with City and Community, Planning & Development policies, procedures and safety rules.
17. Performs related duties as assigned.

**REQUIRED KNOWLEDGE & ABILITIES**

1. Thorough knowledge of Federal, State and municipal regulations and procedures governing redevelopment and community improvement programs.

2. Extensive knowledge and experience executing the HOME Investment Partnership Program.
3. Knowledge of the principles and practices of public administration, community development, budgeting, office management and accounting.
4. Knowledge of property acquisition and disposition methods and procedures, and building, housing and related enforcement codes.
5. Knowledge of loan procedures and processes.
6. Knowledge of a variety of Federal and State programs, as well as preparation of applications for assistance from the various agencies.
7. Knowledge of economics and sociology as it pertains to redevelopment programs and its phases.
8. Ability to plan, assist and supervise the work of others as it relates to community development principles and practices.
9. Personal computer skills and ability to learn related software applications, enter and retrieve information on a computer, develop computer-generated reports and update records.
10. Ability to plan, organize and promote redevelopment and other Federal and State programs.
11. Ability to establish and maintain liaisons with Federal, State and other government subdivisions, businesses, civic and citizen groups.
12. Ability to review operating and financial statements and administrative reports and keep accurate and thorough records.
13. Ability to communicate orally and in writing to read, analyze, record and interpret complex technical data and review materials on a variety of projects; ability to respond to questions from government agency representatives, the media, elected officials and the public tactfully and in a clear, concise and easily understandable manner.
14. Ability to maintain effective working relationships with other City employees, supervisors, Board members, Federal, State and other government subdivisions and agencies.

15. Ability to function with independent judgment and skills to plan, organize and implement activities of Community Development.
16. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

#### **ACCEPTABLE EXPERIENCE & TRAINING**

1. Bachelor's Degree in economics, business administration, public administration, planning or related field with at least three years progressively more responsible experience in community development, business administration and redevelopment, planning or related field

#### **OR**

Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work.

2. Extensive knowledge and experience executing the HOME Investment Partnership Program.

#### **ESSENTIAL PHYSICAL ABILITIES**

The following physical abilities are required with or without accommodation.

1. Sufficient speech and hearing that permits the employee to communicate effectively with other employees, public officials, Federal, State and other government subdivisions and agencies in person or by telephone.
2. Sufficient personal mobility that permits the employee to operate a passenger vehicle safely, visit rehabilitation and redevelopment sites and attend meetings both in and out of town.
3. Sufficient vision and manual dexterity that permits the employee to operate a personal computer, handle files and perform other administrative responsibilities.

#### **MISCELLANEOUS**

1. The City of Waterloo will conduct a background investigation including employment, education and criminal history checks on any applicant being considered for this position.
2. Following a conditional offer of employment, the City of Waterloo reserves the right to require a physical examination, including a drug test, by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position.

3. If operating a City vehicle, Iowa Driver's License and good driving record based on the City of Waterloo driver performance criteria. A candidate with any of the following will not be allowed to operate a City vehicle: loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period.
4. Must submit to Civil Service examination procedures including a panel interview.

#### **WORK SCHEDULE**

Generally 8:00 a.m. to 5:00 p.m. Monday through Friday with one hour unpaid lunch. Must also be available outside these hours for department or City activities or meetings that require the attendance of the Community Development Coordinator.

#### **EXAMINATION INFORMATION**

All qualified applicants who apply by the deadline date will be required to appear before an interview panel consisting of a minimum of three people who have expertise in the areas being tested. An individual must receive a minimum average score of sixty points out of one hundred to achieve a passing score on the interview. The top applicants, as ranked by their score on the interview, will be the individuals placed on the certified list. Applicants who qualify as outlined and are full time regular employees of the City of Waterloo shall have one additional point per full year of employment up to a maximum of five points added to their final score. Honorably discharged men and women from the military or naval forces of the United States who qualify per provisions of Chapter 35 of the Code of Iowa and who are citizens and residents of the United States shall have five additional points added to their final score upon

submission of their DD214 or ten points added if they were awarded a Purple Heart or have a service connected disability. Employment is contingent on passing a background investigation.

#### **INTERVIEW DATE**

Qualified candidates who apply by the deadline date will be notified of the time, place and date of their interview.

**A.A./E.E.O.**

**Minority, female & disabled individuals are encouraged to apply.**

**COMMUNITY DEVELOPMENT COORDINATOR DESCRIPTION 17**  
**April 2017**