

**CITY OF GRAND HAVEN
JOB DESCRIPTION**

NEIGHBORHOOD DEVELOPMENT COORDINATOR

Supervised By: Community Development Manager
Supervises: Coordinates the work of assigned employees

Position Summary:

Under the supervision of the Community Development Manager, implements programs and activities to improve the quality of life in Grand Haven's neighborhoods and develops opportunities for safe and affordable housing for residents. Performs research, analysis, project management, grant writing, and other related duties that provide responsive, cost effective, and innovative local government services through a collaborative effort with the community.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Develops, recommends, implements, and administers the City's housing programs and strategies. Meets with clients, determines program eligibility, and monitors and recommends program guidelines.
2. Identifies project stakeholders and facilitates discussions to define project goals and objectives, develop budgets, and create project plans that support the City's vision. Oversees projects ensuring timeliness, terms and specifications are met and that the City's interests are protected.
3. Prepares and administers budgets for housing programs and grants and assists in the development of the departmental budget and service plan. Identifies, secures, and administers financing sources. Coordinates funding from a variety of governmental, non-profit, and private sources.
4. Researches, identifies, and prepares grant applications. Administers grant-funded programs including meeting with clients, conducting home inspections, creating scope of work, soliciting contractors, and troubleshooting issues and conflict as they arise. Maintains related data and prepares associated reports.
5. Coordinates cooperative programming and partnerships with local housing entities. Facilitates discussion with non-profit and for-profit developers related to affordable housing opportunities.
6. Make presentations and promotes education regarding housing issues to various groups and interests including the City Council, commissions, committees, citizen groups, and other agencies.
7. Serves as staff liaison to and actively participates in various committees and task forces in support of the City's neighborhood-oriented housing initiatives. Establishes an effective professional network and ensures the City's interests are represented in various forums.

8. Assigns work, trains, evaluates performance, and participates in the hiring process of assigned department staff.
9. Assists in the rental inspection program administration and refers rental inquiries as appropriate. Provides annual training to tenant and landlords as allowed.
10. Maintains multiple database programs, including those for grant management, client management, and billing. Coordinates the reimbursement of services for housing counseling and development projects.
11. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Maintains cooperative relations with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
12. Performs other related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A bachelor's degree or equivalent in social work, urban affairs, or related field is required.
- Three or more years of experience in housing development, housing rehabilitation, tenant/landlord relations, or related field is required.
- State of Michigan Vehicle Operator's License, a satisfactory driving records, and the ability to maintain one throughout employment.
- Certification as a professional housing counselor, or the ability to obtain one upon hire, is required.
- Thorough knowledge of the principles, practices, and techniques of housing development programs and resources.
- Knowledge of different approaches and financial strategies used to stimulate, promote, and expand housing development and opportunities.
- Knowledge of grant writing and administration, budget development, and financial accounting of various programs and initiatives.
- Skill in the use of office equipment and technology, including computers and other related software, and the ability to master new technologies.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make presentations in the public forum.
- Ability to conduct research, maintain records, and prepare comprehensive and accurate reports according to accepted standards.

- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to handle difficult situations with tact and diplomacy.
- Ability to coordinate multiple tasks, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email, or in person, and move around the office to travel to other locations.

While performing the duties of this job, the employee is occasionally required to perform site inspections which may involve adverse weather conditions, accessing construction sites, or industrial facilities. This may involve extensive walking over areas with uneven terrain, climbing to view property, exposure to inclement weather, moving mechanical parts, loud noises or machinery, chemicals or fumes, and other hazards associated with these types of work environments. This position is required to have the mobility and stamina required to complete these types of inspections.