



JOB DESCRIPTION

Title: **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) COORDINATOR**

Department: Community and Economic Development

Class Code: 6620

FLSA Status: Non-Exempt

Effective Date: August 13, 2009

Grade Number: 10

GENERAL PURPOSE

Under general supervision of the Community and Economic Development Director performs coordination of City's Community Development Block Grant (CDBG) program, assists in development of housing programs and services offered by the City. This is a non benefited, part-time position which will be scheduled no more than 19 hours per week.

EXAMPLE OF DUTIES

- *-- Provide primary support in marketing City housing programs.
- *-- Coordinates project performance with all CDBG sub-recipients to ensure timely spending of funds and prepares necessary reports and information required by the County.
- *-- Assists in administering the CDBG Annual Action Plan process in preparation of the annual budget for the program.
- *-- Conducts research and assists in processes in potential efforts to establish a nonprofit housing organization for Murray. Also works with coordination committees that assists in formulating the structure of future housing programs.
- *-- Develop processes of housing programs including housing rehabilitation, acquisition and homeowner assistance programs for the City and future partnering organizations.
- *-- Administer, market and provide follow up with the newly funded down payment and closing cost assistance program for the City.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Two years of education and experience in urban planning, geography, architecture, political science, public administration, economics or closely related field.

Special Requirements

- Possession of a valid Utah Driver License.
- Use of computers and a working knowledge of Geographic Information Systems is desired.

Necessary Knowledge, Skills and Abilities

- Skill in public relations and making public presentations.
- Ability to communicate effectively, verbally and in writing; ability to follow written and oral instructions; ability to establish and maintain effective working relationships with the employees, City officials, other government agencies and the public; ability to participate in the compilation, research, analysis and preparation of planning related technical and statistical reports and data.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, motor vehicle; calculator; phone; copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, or construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

- While performing the duties of the job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles
- The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.