

City of South San Francisco
Human Resources Department

Community Development Coordinator
Class Description

Definition

Under general supervision, performs a variety of professional, technical, and administrative tasks involving the implementation of community development and housing projects and programs; and does related work as required.

Distinguishing Characteristics

This is a single-position journey-level professional classification and it is distinguished by its specialization in community development and housing projects and programs. Assignments are in such areas as capital projects, housing production and rehabilitation, real property acquisition, disposition and management, seismic retrofits, affordable housing promotion, and community development block grants (CDBG). An employee in this classification may direct the work of others on a project basis.

Important and Essential Duties

1. Identifies and works with for-profit and non-profit housing development and social service organizations in developing housing projects.
2. Researches and analyzes economic and sociological issues relating to short- and long-term housing and community development needs.
3. Develops new housing assistance programs, including criteria for new construction programs; negotiates lending agreements with businesses/residents and contracts with financial institutions.
4. Assists with sale of sites for housing programs.
5. Manages the Community Development Block Grant program.
6. Develops Requests For Proposals and evaluates responses.
7. Prepares rehabilitation project specifications.
8. Consults with property owners and develops owner participation agreements for housing and commercial projects.
9. Confers with contractors and evaluates their qualifications for commercial/housing rehabilitation projects.
10. Reviews funding applications and environmental assessments; monitors and ensures compliance with a variety of regulations.
11. Develops, coordinates, and monitors activities, such as loan brokering services, loan/grant agreements, and consultant services agreements.
12. Monitors construction projects from outset to completion; performs routine project progress inspections; and prepares attendant progress reports.
13. Assists applicants in preparing loan and grant documents to determine eligibility.

14. Provides information to City officials and to federal, state, county, and private organizations, as well as to individual citizens.
15. Maintains liaison with applicable government agencies; represents the City in a variety of groups and county-wide organizations.
16. Prepares and maintains a variety of reports and documents, such as the HUD Consolidated Plan and Annual Performance Reports.
17. May direct the work of other workers on a project basis.
18. Performs related duties and responsibilities as assigned.

Job Related and Essential Qualifications

Knowledge of:

- Principles and practices of grant administration, particularly with respect to community development programs.
- Environmental review process.
- Real estate lending practices and underwriting standards.
- Housing development finance.
- Statistical and research methods, practices, and techniques.
- Laws, regulations, relating to state and federal assisted housing programs, HUD, CDBG, and HOME programs.
- Principles and practices of financial management.
- Principles and practices of public administration.
- Principles and practices of housing and commercial construction and development.

Ability to:

- Effectively administer assigned housing and community development programs within requirements and guidelines established by the City and funding agencies.
- Acquire a thorough knowledge of applicable federal, state, county, and local regulations and processes relating to redevelopment programs.
- Acquire a thorough knowledge of applicable City and department policies and regulations.
- Maintain effective liaison with other City departments and other agencies and deal successfully with the public and community groups.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Prepare complex reports and analyses; prepare clear, concise, and complete written reports.
- Communicate clearly and concisely, both verbally and in writing.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use initiative and independent judgment with established policy and procedural guidelines.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public.

- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Make presentations to appropriate agencies, groups, and parties.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Work in a safe manner, following City safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Effectively utilize personal computers in connection with work performed.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Three years of increasingly responsible experience with housing programs, construction industry, grant administration, or real estate in the areas of redevelopment or economic development.

Training: A bachelor's degree from an accredited college or university with major coursework in planning, public administration, economics, business administration, policy development, or a related field.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Ability to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; lift and carry 35 pound boxes, files, and materials.

Work Environment: Mobility to work in a typical office setting with some exposure to the field and outdoors.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs; available for evening meetings.

Approved: December 2004, August 6, 2014
Revised Date:
Former Titles:
Abolished: July 2012
Bargaining Unit: Mid-management
ADA Review: December 2004, August 2014
DOT: No
Physical: No
Status: Classified/Exempt
EEOC Category:
Job Code: M725

ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SDE
4. MAE
5. SDE
6. SAE
7. SAE
8. SAE
9. SAE
10. SAE
11. SAE
12. SAE
13. SAE
14. SDE
15. SDE
16. SDE
17. SAE