

COMMUNITY DEVELOPMENT PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position is located in the Department of Community Development and involves responsibility for establishing and maintaining cooperative working relationships with City based organizations and acting as liaison between the City and agencies on special projects at the direction of the Mayor. The incumbent also assists in the preparation of applications for grant funding of community development projects by obtaining and compiling information necessary for grant applications. The work is performed under the general supervision of the Mayor. Supervision is exercised over subordinate employees. A Community Development Program Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

- Manages the day-to-day operations of the department and the generating of financial and management accounts;
- Monitors project activities and progress to assure implementation;
- Handles a range of aspects relating to financial transactions in the department including: preparing various accounting and regulatory reports; coordinating regulatory compliance issues, i.e. environmental, with federal/state/local funding agencies for development projects;
- Carries out special projects as assigned by Mayor determining workflow and priorities;
- Prepares planning documents, progress reports, vouchers, correspondence, meeting summaries and related technical memoranda;
- Coordinates loan and grant programs including: program intake; certifying contractors; preparing loan closing documents; loan supervision/servicing; Supervises office staff with routine office work;
- Assists in the maintenance of departmental budget accounts;
- Prepares and submits financial reporting forms for department projects to State and Federal funding agencies;
- Certifies payrolls for City public works projects in accordance with State requirements and the NYS Labor Law;
- Prepares and submits requests for disbursements to the State for various community development projects including housing and public transportation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices used in community development programs; working knowledge of geographic, social and economic structure of the city; working knowledge of grant application methods and procedures; ability to create and implement community development projects; ability to prepare detailed reports and complete complex forms and applications; ability to understand and follow complex oral and written instructions; ability to establish and maintain cooperative working relationships with others; ability to conduct research and gather and analyze data; ability to read and understand complex material; ability to communicate effectively both orally and in writing; resourcefulness; initiative; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited college or university with a bachelor's degree and three years of experience in an office which is responsible for community planning, housing or development programs.
- (b) Graduation from a regionally accredited college or university with an associate's degree and five years' experience in an office which is responsible for community planning, housing or development programs.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted 2/26/ 02 (City of Olean Civil Service Commission)

Adopted 9/18/2017