ASHEVILLE, NORTH CAROLINA

Classification Specification

Coordinator, Community Development
Job Code: 8555
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to coordinate locally and federally funded housing, community development and related grant programs.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Coordinates Strategic Partnership Fund (SPF) program: reviews applications; determines project and/or program feasibility, reasonability, correctness, completeness, and ability of program to meet City goals; schedules funding meetings; participates in organizing agenda and agency presentations; assists with preparing staff report and resolution to City Council for budget adoption for awarded projects and programs; negotiates contract, scopes of service, and budgets with subrecipient agency; reviews and updates contract language, as needed; routes contracts for signatures; reviews incoming draw requests for financial and programmatic reporting; monitors progress of subrecipient programs; and coordinates and conducts training for subrecipients and/or applicant agencies regarding capacity building, SPF program goals and requirements, technical assistance, etc.

Reviews incoming draw requests for Home Investment Partnerships Program (HOME) grants, Community Development Block Grant (CDBG) funds, and Emergency Solutions Grants (ESG): reviews for completeness and

accuracy of documentation; runs and prints accounting and budget reports; compares draw request against the contract, previous draw requests, and accounting and budget reports to ensure program and contract compliance; receives and responds to questions from grantees; provides information and answers questions; and submits approved draw requests for disbursement.

Manages application content and program information for assigned programs: creates and modifies applications, webinar videos, and website content; provides information to the public regarding application deadlines, requirements, etc.; assists troubleshooting problems with application submission; and receives, organizes, and distributes applications to staff and committees.

Prepares and monitors federal grant reporting forms and documents: creates and/or updates draw request templates assigned programs; creates and updates CAPER reporting forms; creates spreadsheets of funding applicants to use in funding meetings; and inputs data into spreadsheets to monitor CDBG, HOME, and SPF grants.

Performs related duties in support of assigned programs and division activities: manages email lists; creates project folders for grants; schedules and coordinates meetings; prepares and organizes meeting materials; takes meeting minutes as needed; assists with the preparation of the Annual Action Plan, creates forms and spreadsheets as needed; and schedules and coordinates consultant trainings as needed.

Communicates with supervisor, other City employees, contractors, grantees, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, draw requests, funding applications, invoices, homebuyer agreements, CAPER forms, agenda items, resolutions, advertisements, contracts, action plans, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Business, Planning, Community Development, or a related field required; supplemented by one year of experience in grant program implementation and management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: None.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.