

CITY OF FORT BRAGG
JOB DESCRIPTION

JOB TITLE: **HOUSING & ECONOMIC DEVELOPMENT COORDINATOR**

REPORTS TO: **CITY MANAGER**

TYPE: Non-Bargaining, Confidential

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are not to reflect all duties performed within the job.

POSITION SUMMARY:

Position plans, obtains funding for, organizes, implements, and evaluates economic development and affordable housing projects and program activities. This work requires highly-developed communication skills, considerable independent judgment and initiative in combining a broad scope of professional planning, economic development and housing knowledge and sophisticated, analytical judgments in order to solve a variety of problems. The incumbent must also have a detailed knowledge of the workings of City Government and community development activities. Responsibilities include grant writing, coordinating, implementing, evaluating and reporting on programs and projects that support economic development and affordable housing activities.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to, the following:

Use of hands for typing; reading and writing; giving and receiving oral instructions; oral communication with public; visual observation at meetings; ability to work long hours occasionally; driving motor vehicle.

TYPICAL DUTIES AND RESPONSIBILITIES:

Typical duties may include, but are not limited to, the following:

- Leads or assists in developing projects/programs for economic development and the development of affordable housing throughout the City.
- Implements and assists with the implementation of housing projects and programs, including planning for and implementing programs outlined in the Housing Element of the City's General Plan; serves as project coordinator in the development and implementation of various affordable housing projects from conceptual design through implementation.
- Implements and assists with the implementation of economic development projects and programs, including planning for and implementing programs outlined in the City's Business Development, Economic Development & Housing Development Incentives Policy Manual, as updated and modified over time.
- Produces analytical studies, including collection and analysis of data, evaluation of alternative courses of action, and the preparation of sound recommendations and effective narrative and statistical reports.
- Prepares and presents written staff reports with recommendations and findings to decision-making bodies such as City Council, Planning Commission, Community Development Committee, etc.
- Comprehends and makes inferences from written materials such as reports, appraisals, land and title reports, and building cost estimates in order to understand project proposals, establish work schedules, and negotiate agreements.

- Stays current on issues relative to the field of economic development and affordable housing and relative service delivery responsibilities.
- Works with various committees and non-profit organizations which provide economic development services in the region.
- Works to establish new economic development initiatives in Fort Bragg.
- Organizes, writes, and coordinates grant applications and supporting materials (such as site plans, letters of support, project budgets, etc.) in response to requests for proposal, and grant opportunities; coordinates the work of others who may assist in the application process.
- Collects, organizes, and catalogues information regarding grants in support of economic development, community development and affordable housing. Reviews grants literature from local, state, federal and national foundations to identify resource availability.
- Monitors affordable housing funding opportunities and housing policy and opportunities at the federal, state and local level.
- Provides assistance to and coordinates with non-profit and for-profit organizations that develop affordable housing.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Organizes, facilitates and participates in community meetings as requested and as necessary.
- Responds to and resolves sensitive and complex community inquiries and complaints.
- Ensures timely completion and submittal of grant applications, tracking of applications, and receipt of grants. Monitors grants activity to ensure adherence to grant timelines and budgets; coordinates and/or submits requests for extensions and amendments as necessary.
- Prepares quarterly, semi-annual, annual and close-out grant reports for submission to grantor and/or other regulatory agencies.
- Works with the Finance Department to ensure all grant funds due the City are collected and properly recorded; works with the Finance Department to ensure that expenditure transactions are properly recorded per grant terms.

MATERIALS, EQUIPMENT AND TOOLS:

Computer terminal, keyboard, personal computer programs such as Windows word processing, Microsoft Word and Excel, Power Point.

SPECIAL REQUIREMENTS:

Possession of a valid Class C or higher California driver's license.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Economic development principles, practices, and techniques; current trends in regional and national redevelopment.
- Affordable housing development, financing, feasibility analysis, rehabilitation loan programs, etc.

- Community Development Block Grant (CDBG) program, federal funding programs for economic development and affordable housing, California redevelopment law, City policies and ordinances, City zoning and sign codes, site plan review methods, urban design principles, development methods for redevelopment programs, and City planning and zoning processes.
- Research and analysis methods and techniques; statistical and financial analysis techniques.
- Business practices and finance methods and procedures; complex principles and practices of economic development.
- Current economic, development, and demographic and market trends in the Fort Bragg area; local and regional business and real estate markets.
- Principles and practices of grant administration, grant accounting, and budgeting.

Ability to:

- Conduct analytical studies and surveys. Prepare analytical reports and critiques of both policy and administrative matters. Analyze situations accurately and adopt an effective course of action. Compile and analyze relevant information and draw valid conclusions to develop recommendations to resolve issues.
- Communicate effectively both orally and in writing. Prepare and present public presentations before decision-making bodies.
- Organize workload to ensure responsibilities are carried out in a timely manner.

MINIMUM EDUCATION/ EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, Economic Development, Urban Planning, Real Estate, or a related field.

Four (4) years progressively responsible work experience on projects and programs in economic development, redevelopment, affordable housing development, urban planning, economics, and/or business assistance.

DESIRABLE EDUCATION/EXPERIENCE:

Master's Degree from an accredited college or university in one of the fields outlined above, membership in related professional organizations, and/or two additional years of related experience.

PHYSICAL REQUIREMENTS:

Constant sitting in office chair, keyboarding and visual contact with computer terminal; frequent walking, standing, writing, bending, and reaching; occasional lifting of items weighing less than 30 pounds, reaching and lifting above shoulders, carrying boxes of materials from one building to another, driving motor vehicle, climbing flights of stairs.

NOTE: Accommodations may be made for some of the essential functions/requirements listed for qualifying individuals who require and request such accommodations, due to a qualifying disability.