



FITCHBURG

Massachusetts

JOB POSTING

TITLE: **Community Development Coordinator**

LOCATION: **Community Development and Planning Department**
Municipal Offices
166 Boulder Drive, Ste. 102
Fitchburg, MA

SUPERVISOR: Director of Housing and Development

BARGAINING UNIT: Fitchburg Association of Managers, Administrators and Specialty Skills Group (FAMASS)

SALARY RANGE: Grade 10, \$50,076 - \$60,736 annually, commensurate with experience and qualifications

CIVIL SERVICE: No

SEE ATTACHED FOR JOB DESCRIPTION

Applications: Municipal Offices, Office of Human Resources
166 Boulder Drive, Suite 108
Fitchburg, MA 01420

Online: Submit cover letter (Attn: Susan Davis, Director of Human Resources), application and resume to HR@fitchburgma.gov. Application may be found at www.fitchburgma.gov. All required documents must be received to be eligible for consideration.

Posted: November 1, 2018
Deadline: Until Filled

The City of Fitchburg is an Affirmative Action (AA) and Equal Opportunity Employer (EOE)



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JOB DESCRIPTION

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The responsibilities and duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

RESPONSIBILITIES and DUTIES:

Under the supervision and direction of the Director of Housing and Development, the Community Development Coordinator shall administer and oversee the Community Development Block Grant (CDBG) Program and assist with the administration and management of various grant projects (e.g. HOME), as well as other applicable and appropriate departmental grant programs/projects.

The duties of this position include but are not limited to:

- Perform and coordinate the required functions for the administration of the CDBG and other HUD-funded programs, including public hearings, advertising and ensure compliance with applicable federal, state and local regulations;
- Prepare quarterly and annual grant reports;
- Lead and coordinate stakeholder input sessions focused on determining community needs for the City of Fitchburg;
- Utilize current HUD reporting software systems for entering required performance and financial data;
- Perform project management for CDBG and other activities as directed, including serving as liaison with consultants, contractors, and sub-contractors, public bidding and ensuring compliance with all applicable local, state and federal regulations;
- Engage with community stakeholders periodically to ensure the community is informed of available programs and services;



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Community Development Coordinator, Duties, continued:

- Grant writing and administration as may be required;
- Develop and administer sub-recipient contracts, and perform compliance monitoring;
- Other duties as may be assigned by the Director of Housing and Development.

QUALIFICATIONS and ABILITIES:

- Valid Driver's License;
- Bachelor's Degree in Public Administration or related field and three (3) years' experience or seven (7) years' experience in related field which provides the required knowledge, skills and abilities to perform the essential functions of the position;
- Demonstrated experience in project management, administration and grant writing is essential;
- Familiarity with Community Development Block Grant Program preferable;
- Advanced skills in Microsoft Office products including, but not limited to Word and Excel;
- Must possess:
 - ❖ Strong organizational, administrative and analytic skills;
 - ❖ High level of accuracy and attention to detail;
 - ❖ Strong ability to handle multiple tasks and competing priorities;
 - ❖ Excellent and professional verbal and written communication skills;
 - ❖ Ability to establish and maintain professional working relationships with co-workers, department heads, public officials and vendors;
 - ❖ Excellent customer service skills;
- Must handle all confidential information with tact and discretion;
- Must exhibit a positive and professional image at all times;
- Must possess the ability to follow oral and written instructions;
- Ability to work independently with minimal supervision in a fast paced environment;
- Demonstrated ability to perform responsibilities and duties of position by successfully completing a six (6) month probationary period;
- Bilingual in Spanish a plus.



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Community Development Coordinator, continued:

PHYSICAL COMPONENT RATED:

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.

Light to Moderate.

Minimal physical demands are required to perform the essential functions of the position. May be required to lift, push or pull office equipment or pick up objects weighing twenty-five (25) pounds or less. Duties require basic manual dexterity for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment. Employee is constantly required to read documents and reports for understanding and routinely for analytical purposes. The employee may be required to determine color differences.

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This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and the requirements of the job change.

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