

# COMMUNITY DEVELOPMENT ADMINISTRATOR

**Department:** Planning and Development

**Division:** N/A

**Appointing Authority:** Mayor

**Grade:** S6

**Revision Date:** 7/08

**Bargaining Unit:** S

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## **Definition:**

Performs detailed and complex administrative and technical duties in the operation of a municipal Planning and Development department. Responsible for the organization, application, development, implementation and management of the grant funded activities administered by the department.

Performs all other related duties as required that are logical to the position.

## **Supervision:**

Works independently under the general direction of the Director.

May perform limited supervision of clerical staff and interns. Will work collaboratively with town, regional and state boards, agencies, and personnel as required; monitors activities and performance of sub-recipients and sub-grantees.

## **Environment:**

Most duties are performed under typical office conditions, including operation of computers, calculators, telephones, printers, copiers and other standard office equipment.

Some duties may require site review of Block Grant projects and activities; which may involve walking and climbing over uneven terrain; climbing stairs, exposure to sun, wind, dust, heat, cold, rain, snow, insects, poison ivy, asbestos, lead paint, mold, noise and other associative building or field conditions.

Must drive self or have transport to and from field, building and project sites.

Has extensive contact with employees, town departments, commissions and boards; outside organizations, state agencies, and the general public that requires patience, diplomacy, tact and courtesy.

Errors in performance may cause legal or financial repercussions, considerable confusion and delay, and lead to adverse public relations.

## **Essential Functions:**

(The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Develops and provides daily administration of town's grant funded activities in a wide variety of areas, particularly to do CDBG program(s), including research and preparation of applications, coordination of projects, maintenance of records and reporting as required.

This position independently performs multiple tasks following guidelines established by grant funding sources, state and federal laws and regulations and department and municipal procedures.

Designs and seeks funding for grant eligible projects and programs; manages projects and programs in accordance with state and federal law and regulations.

Performs administrative duties, including but not limited to gathering statistics or conducting surveys related to grant application and management; reviewing specifications for grant applications; maintaining files; and preparing correspondence related to grant application and management;

Researches and evaluates the economic development, infrastructure, housing and social and human service needs for the town.

Ensures timely implementation of grant objectives and completes all reporting requirements. Ensures compliance of grant activities in accordance with legal and regulatory requirements and guidelines on the local, state and federal level.

Performs community outreach and coordination regarding community development activities. Conducts public hearings and public information meetings a necessary.

Utilizes appropriate procedures in contracting for services and supplies to ensure success of program activities and projects. Monitors grant related activities of sub-recipients, sub-grantees, consultants and contractors to ensure compliance with statutory or other requirements; and provides them with technical assistance as required. Advises project personnel on applicable town policies or procedures that may impact or apply to them.

Represents the department at various public meetings and meetings with other governmental and private agencies.

Coordinates department activities and projects with other municipal departments. Works with other departments to develop grant applications and comply with grant requirements.

Supervises consultants and contractors, evaluates their performance, and develops and implements corrective measures when required to properly complete projects in a timely manner.

Performs other duties as assigned by the Director.

**Minimum Qualifications:**

**Education and Experience:**

Bachelor's degree in a discipline related to Planning and Development strategies, programs and activities or Grant Administration, and minimum of two years of related professional experience; Masters degree in related field preferred with at least one years experience; public sector experience necessary; or, a combination of education and experience that enables performance of all aspects of the position.

Must demonstrate track record of high level of responsibility with grant applications, strategies, administration and management; and must demonstrate leadership skills in the context of formal organizations, specifically municipal organizations and administration including standard budget monitoring practices.

**Knowledge, Ability and Skill:**

Ability to establish and maintain effective working relationships with diverse interest groups and work cooperatively with department heads, staff and elected or appointed officials and the general public. Ability to plan, manage others, analyze, carry out projects, consult and offer advice, and facilitate groups: requires highly effective written and oral communication skills. Must perform all aspects of job responsibilities with honesty and integrity.

Strong organizational skills in a multi-task environment required. Ability to plan and work with minimal supervision; ability to work on and prioritize several on-going tasks and carry out complex community economic development, planning and research projects with minimal supervision. Ability to keep accurate and detailed records; apply organizational skills efficiently with attention to detail. Ability to meet project deadlines and work effectively in pressure situations. May be required to attend evening or weekend meetings.

Demonstrated knowledge of or ability to learn the principles and practices of community development grants management; and of state and federal laws, regulations, or programs related to grant administration and oversight of programs including but not limited to CDBG, procurement, contract administration and labor force protection; computer knowledge of CDBG, HUD or other database software programs, Excel, or ability to learn to proficiency level.

**Physical Requirements:**

Frequent sitting, talking, walking, and mental concentration for prolonged periods required: frequent use of hands and fingers in operating/using various office equipment; occasionally required to lift and/or move objects or books of up to 15 pounds; specific vision requirements include close vision for long periods of time and the ability to adjust focus and color vision. Ability to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.

Must be able to communicate and be understood clearly, give presentations or participate in other public discourse situations. Position requires the ability to access off-site premises that may not be handicap accessible.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

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**Approved:**

*s/ Dennis Helmus*  
Human Resources Director

7/1/08

Date

Revision History: 10/00, 5/05, 12/07, 7/08

*s/ Marlene Marrocco*  
Department Head

*s/ Christine Forgey*  
Mayor

