



Charter Township of Waterford Job Description

Community Development Grant Coordinator

Department:	Development Services
Supervised By:	Department Head
Supervises:	Department employees
Bargaining Unit:	M&A
FLSA:	Exempt
Status:	Full-time
Grade:	6

General Summary:

Under the general supervision of the Department Head, develops programs and services to meet the community development needs of the Township. Assesses a wide variety of funding options, and applies for and manages the resources allocated for projects.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Directs efforts to maintain existing community development revenue sources, and searches for and develops new revenue sources; applies for grants and loans for special projects; manages the budget and compliance requirements of grants and loans.
2. Assists with the implementation of short and long-term plans to meet the Township's community development goals and objectives. Evaluates the need for social assistance programs and public improvement projects; directs programs and services to meet the needs and concerns of the community.
3. Assists with the preparation of summaries and reports concerning program activities and makes recommendations to Township officials on program participation.
4. Assists the coordination, promotion and implementation of the Township's housing rehabilitation program. Works with a variety of government agencies, contractors, homeowners, inspectors and other involved in improving the Township's housing stock.
5. Responds to public inquiries and requests for assistance. Educates citizens and community groups about the content and availability of community development assistance. Reviews applications and determines eligibility for assistance.
6. Monitors projects in progress. Ensures service providers comply with contracts and all applicable regulations. Responds to problems and inquiries from citizens, service providers and municipal officials.
7. Processes service provider and grant program payments, secures budget approvals and other documentation. Compiles reports on program activities. Maintains records and reports.

8. Trains, supervises and assigns work to staff members, and oversees contractors involved in program and project activities; monitors work, reviews performance and maintains related documentation.
9. Assists in the preparation of the department's annual budget requests.
10. Participates in joint planning efforts and acts as liaison between the Township, community groups, citizens, granting sources, regulatory agencies, and municipal professionals regarding Community Development issues. Coordinates and assists with the Township's citizen participation process for community development. Serves on special committees and participates in civic and professional organizations as appropriate. Assists in the preparation of the Township Master Plan.
11. Assists in the implementation of new technology, defines departmental needs, attends training, and fosters departmental transition to new or upgraded technology.
12. Keeps abreast of changing regulations and policies through continued education and professional growth. Maintains cooperative relationships with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
13. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a Master's degree in Urban Planning, Public Administration or Business Administration or a Bachelor's Degree with three to five years' experience with knowledge of local, State and federal reporting requirements.
- Ability to learn the principles and practices of community development programs and services.
- Ability to learn and have knowledge and understanding of applicable community development and funding laws, ordinances and policies.
- Ability to learn and understand grant application and administration procedures, as well as reporting and evaluation requirements.
- Ability to learn and have knowledge of municipal operations as they relate to the administration and provision of community development services.
- Good knowledge of public relations practices and personnel management.
- Skill in interpreting and applying community development, grant funding, and project management guidelines and ordinances.
- Skill in compiling and evaluating complex regulatory, social services, and demographic information, and formulating policy, standards, and service recommendations.

- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with community groups, citizens, elected officials, employees, other governmental and regulatory agencies, and professional contacts.
- Ability to effectively communicate and present ideas and concepts orally and in writing, and make presentations in public forums.
- Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changes in work priorities.
- Ability to train, supervise and evaluate the work of others.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light to moderate weight. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

WATERFORD TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

Please send application, cover letter & resume to award@waterfordmi.gov

Application forms for this position can be obtained from the Human Resources Department, 5200 Civic Center Drive, Waterford, Michigan or on the Township's web page <https://www.waterfordmi.gov/jobs>

Salary Range: \$64,581 – 74,272 with excellent benefits

Closing date: 01/28/2022