

COMMUNITY DEVELOPMENT RESOURCE COORDINATOR

DEFINITION

Under direction of the Housing Division Manager, develops and coordinates allocation of resources to support implementation of community enhancement efforts, in a culturally diverse environment, involving short term program and project planning, budgeting, contract preparation and supervision, and related activities.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Works closely with District Managers, Housing Division Manager and Executive Director of Community Development Agency to deliver resources and programs to support the City's strategic and long term plans for community enhancement and improvement of residential environments. Plans, coordinates, monitors and evaluates short-term programs, projects and activities. Conducts needs assessments and financial feasibility studies; writes comprehensive reports; prepares budgets and listings of staff/services requirements; prepares and supervises contracts; supervises assigned personnel; drives to and attends meetings; performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is a complex mid-level classification in the Housing Division of the Community Development Agency. With minimal supervision, incumbents are expected to plan and coordinate allocation of public agency resources to implement programs and projects designed to improve residential environments.

Whereas the work of the senior level District Manager class focuses on long term strategic planning, coordination of interagency efforts and extensive interaction with residents and community leaders within a specific district area, the work of the Resource Coordinator focuses on current planning and procurement of resources to implement short term goals within any (or all) district areas.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years of progressively responsible project management or program administration experience in a real estate/economic development, redevelopment or community development work environment. Education equivalent to graduation from a four year college with a degree in business management, urban studies, economics, public administration or a related field may be used in conjunction with experience to meet the necessary qualifications, or any equivalent combination of experience and training which provides the following skills and abilities:

### DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: principles and practices of project management, real estate development, residential rehabilitation, public and private agency funding sources and program resources, and regulations governing the use of these resources; principles of municipal budgeting; methods to perform financial feasibility analyses and needs assessments; principles and practices of contract administration; principles and techniques of conflict resolution and time management. Some knowledge of computer applications in local government operations.

Ability to: identify and obtain resources to implement District Area strategic planning goals and timelines; conduct research regarding community needs and financial feasibility of proposed projects/programs; plan, develop, coordinate, monitor and evaluate special programs and projects to enhance residential environments; prepare budgets; prepare and administer contracts; communicate ideas effectively both orally and in writing; prepare comprehensive, clear and concise written reports; establish and maintain effective working relationships with city employees, other agencies and residents; work with others to help resolve conflicts and promote teambuilding in a culturally diverse community.

### SPECIAL REQUIREMENTS:

Must possess and retain a valid California Driver's License as a condition of employment.

### SPECIAL WORKING CONDITIONS:

Willingness and ability to work irregular hours, including weekends and evenings as needed.

### CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are knowledgeable, self-motivated, well organized, task/detail oriented individuals who are able to effectively allocate resources to achieve project goals, often within the confines of strict regulations and timelines. They enjoy functioning as part of a team and are dedicated to the principles of Total Quality Service. They possess strong interpersonal skills and are able to communicate project requirements and complex regulations in a manner easily understood by residents from diverse cultural backgrounds. They possess excellent judgement and display tact and diplomacy when dealing with culturally sensitive issues.

Class title established per Council Resolution No. 96-030,  
effective 7-1-96  
Approved: 4/96