



Department:	Development Services
Bargaining Unit:	Mid-Management
Salary Range:	M-39
Last Revision:	March 2013

PROJECT COORDINATOR

DEFINITION

Under general direction, to supervise, plan, and coordinate the housing, rehabilitation, and monitoring of former redevelopment activities and operations of the City of Hollister and Successor Agency; to perform project construction inspection as needed; to coordinate assigned activities with other divisions, outside agencies, and the general public; and to provide highly responsible and complex staff assistance to the Program Manager.

SUPERVISION EXERCISED

Exercises direct supervision over clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, organize, review, evaluate, and participate in activities to implement various agency, grant, and privately funded programs related to the conservation, rehabilitation, development, of housing and similar resource; assist the Program Manager in the administration of Development Services Department functions and projects; manage projects relating to both commercial and housing revitalization efforts.

Direct, coordinate, monitor, and evaluate housing programs for the City of Hollister and former redevelopment projects related to area of assignment; plan and execute all activities within assigned program areas including financial feasibility studies, community liaison, preliminary negotiation with developers, contract preparation, and supervision and marketing activities.

Participate in the development and administration of assigned budgets; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Prepare Federal and State grant applications; direct the maintenance of appropriate records; coordinate grant monitoring activities including CDBG, EDA, and HUD.

Identify and obtain funding sources; design and implement funding programs for housing development and conservation programs.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate assigned services and activities with those of other divisions and outside agencies and organizations including with legal counsel, consultants, and non-profit agencies as necessary.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, and techniques of implementing and managing block grant, Housing Funds, and other public and private finance programs.

Principles, practices and techniques of rehabilitation loan and down payment assistance programs.

Participant requirements and funding source constraints of rehabilitation loan programs.

Program management, contract compliance, and monitoring techniques.

Knowledge of construction contract procedures, including bidding process.

Knowledge of construction review process.

Research and financial analysis techniques.

Principles of budget preparation and control.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Principles and procedures of records keeping and reporting.

Knowledge of:

Safe driving principles and practices.

Knowledge of building construction skills.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Manage and coordinate the work of assigned personnel.

Plan, implement, monitor, and evaluate a variety of development, conservation, programs.

Develop and prepare grant applications.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Negotiate change orders for work not covered in contract documents.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports and correspondence.

Prepare and administer budgets.

Respond to requests and inquiries from the general public.

Handle multiple concurrent projects and manage priorities and tasks.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three (3) years of responsible administrative experience with community development, redevelopment, housing rehabilitation, down payment assistance or similar public programs including some supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, public policy, business administration, public administration, or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; some exposure to outdoors; ability to travel to different sites and locations.

Effective Date: March 2013