



Capital Area Council of Governments Job Description

CAPCOG Title: Community Development Coordinator

Division: Regional Planning and Services

Reports to: Director of Regional Planning and Services

State Title & Salary Grade: Grant Specialist B18/Planner II B19

FLSA Status: Exempt Non-Exempt

GENERAL DESCRIPTION

The Community Development Coordinator position is primarily responsible for providing daily administration of grants for CAPCOG's Regional Planning and Services Division and for local governments in the region. The position also provides complex (journey level) planning, research, reporting, and technical assistance to support the division's planning and economic development programs. Work includes the management, implementation, and administration of grant contracts and maintaining an awareness of grant programs and promoting them to regional local governments. The position works under general supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

Essential duties and functions may include the following. Other related duties may be assigned.

- Prepares compliance reports, assists with contract initiation and closeout documents, develops and tracks project timelines, reviews environmental documentation processes, drafts and reviews quarterly and annual reporting documents to state and federal funding agencies.
- Maintains contact with local government representatives to identify community needs and eligible grant programs to help communities achieve their goals.
- Provides technical support for plan preparation, project development, grant applications, and grant administration for local governments pursuing state and federal funding related to community development, transportation, economic development, or other funding opportunities.
- Identifies funding opportunities related to state and federal programs and reviews regulations and administrative code to support project development and management.
- Assists with regional grant program outreach, technical assistance, and education efforts.
- Conducts research, collects data, and gathers information to support plans, projects, and technical assistance.
- Supports and maintains documents, and records and reports for multiple grant awards simultaneously.
- Develops reports and applications using regional demographic, economic, and other data sets.
- Assists with preparation of materials for various committee meetings, attends the meetings, and follows-up on action items.

GENERAL QUALIFICATIONS

Education

Graduation from an accredited four-year college or university required with major coursework in public administration, business administration, urban planning, or a related field is generally preferred. Master's degree preferred.

Experience

A minimum of three (3) years working with grant applications, management and administration with state and federal programs related to community and economic development. Experience working with local governments required.

Knowledge, Skills, and Abilities

- Ability to read and interpret documents such as the federal register, state and federal program guidelines and OMB Circulars.
- Exceptional written and verbal communication skills.
- Must maintain any certifications needed to manage or provide technical assistance on Community Development Block Grant (CDBG), Economic Development Administration (EDA) grants, and other grant applicable programs that require certification
- Strong time management
- Proficiency with Adobe Acrobat Pro and Microsoft Office Suite.
- Demonstrable experience solving practical problems and dealing with a variety of concrete variables in situations where only limited standardization exists.

Physical Requirements

Remain in a stationary position at a desk throughout the workday.	Frequently
Stand and perform tasks throughout the workday. May be stationary for periods of the day.	Seldom
Move about inside the office to perform different tasks of the position such as access the copy machine, file papers, or deliver mail to the reception area.	Seldom
Coordinate precise movements of the fingers in order to use office productivity machinery or perform intricate tasks.	Regularly
Move objects weighing up to designated # of pounds.	Seldom - 15 lbs
Lift objects from the floor and up onto a shelf or desk weighing up to designated # of pounds.	Seldom - 15 lbs
Converse with others both in person and over the phone.	Seldom
View details at close range (within one to two feet of the observer) and distinguish color-coded materials.	Seldom
Move body into multiple positions to perform different tasks such as in the following examples: under desks, between walls, around servers and furniture, or to retrieve files from the bottom or top drawers of file cabinets.	Seldom
Performs duties in professional office environment.	Frequently
Performs duties while exposed to conditions of heat, cold, humidity, wind and/or rain.	Seldom
Drives a vehicle to perform CAPCOG business.	Seldom

PHYSICAL REQUIREMENTS KEY

Never 0% Seldom 0-30% Regularly 30-60% Frequently 60-90% Constantly 90-100%

- Seldom would be up to 12 hours per week or 0 to 2.4 hours per day
- Regularly would be 12 to 24 hours per week or 2.4 to 4.8 hours per day
- Frequently would be 24 to 36 hours per week or 4.8 to 7.2 hours per day
- Constantly would be 36 hours to 40 hours per week or 7.2 to 8 hours per day

I have read and understand all aspects of this job description. I have discussed the duties with my supervisor.

Employee Printed Name, Signature, and Date

Supervisor Printed Name, Signature, and Date