

**NOTICE OF VACANCY**  
**July 22, 2020**

**POSITION:** Community Development Coordinator

**DEPARTMENT:** Community Development

**SALARY:** M-8 \$72,091.24

**HOURS:** Monday, Wednesday & Thursday 8:30am to 5:00pm  
Tuesday 8:30am to 7:00pm  
Friday 8:30am to 2:00pm

**Job Purpose:**

The Community Development (CD) Coordinator directs Framingham's Community Development (CD) Department within the Division of Planning and Community Development (PCD). The CD Department administers the City's federal Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) programs. The CD Coordinator manages approximately \$700,000 in annual federal CDBG and HOME grants to meet federal objectives and achieve City community development goals. In this role, the Community Development Coordinator sets short and long-range plans and objectives and develops implementation strategies. The Coordinator assumes direct accountability for departmental results.

The CD Coordinator, under the direction of the PCD Director, develops, implements, and monitors policies and procedures to ensure on-going receipt of entitlement grants. The CD Coordinator also ensures compliance with all statutory and programmatic regulations and requirements. In doing so, the CD Coordinator develops, implements, and oversees departmental policies, goals, objectives, budgets and personnel, coordinating with other PCD and City departments as needed. The CD Coordinator orchestrates these programs to achieve quality of life improvements for people living in the City's CDBG-eligible census tracts.

The CD Coordinator also serves as the City's point person on housing issues.

**Organizational Scope:**

The employee works under the general direction of the PCD Director and is guided by municipal policies and objectives. The CD Coordinator consults with the PCD Director as required for clarification and interpretation of municipal policies and procedures. The CD Coordinator also keeps the PCD Director informed of all HUD and consortium deadlines, monitoring, and corrective actions. The employee manages relationships through regular interaction with City staff, City Meeting members, service organizations, and community activists. The employee identifies issues and resolves-conflicts.

**Supervisory Responsibility:**

The employee provides guidance and direction to one to two (1-2) employees. Work operations may be subject to substantial cyclic or seasonal fluctuations which can usually be planned for in advance. Employees work at the same location and the same work shift.

**Confidentiality:**

Employee has access to confidential information, in accordance with the State public records law, including law suits, client records, and department records.

**Judgment:**

The work requires analyzing and evaluating facts and circumstances surrounding individual problems, situations, or transactions. The work also requires determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. The employee is expected to weigh efficiency, priorities, and procedural concerns in decision making. Requires understanding, interpreting and applying complex federal, state and local regulations.

**Complexity:**

The work consists of employing many different concepts, theories, principles, techniques and practices relating to a professional field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the work, recommending policies, standards or criteria.

**Work Environment:**

The work environment involves everyday discomforts typical of an office setting, with occasional exposure to outside elements when conducting site or field visits. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours in order to attend evening meetings, programs, and/or city sponsored events.

**Nature and Purpose of Relationships:**

Relationships with co-workers and the public involve frequent explanation, discussion, or interpretation of practices, procedures, regulations, or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, community agencies, developers and contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

**Accountability:**

Consequences of errors or poor judgment may include missed deadlines, and adverse public relations, monetary loss, legal repercussions, labor/material costs, and jeopardize programs.

**Occupational Risk:**

Duties of the job present little potential for personal injury to the employee.

**Essential Functions:**

The essential functions listed below illustrate the various type of work that may be performed. 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.

1. Prepares budgets for the allocation of CDBG and HOME funds in consultation with the PCD Director, based on a Needs Assessment, public comment and the policies of the City Council.

2. Develops an Annual Action Plan as well as a Consolidated Action Plan every five years.
3. Prepares required documentation for receipt and management of HOME funds through the West Metro HOME Consortium.
4. Administers the CDBG and HOME Programs, directly supervising all departmental staff and reporting on grant programs, activities and expenditures. Understands the requirements of each program and maximizes the use of each Program by funding programs and projects with the appropriate funding source.
5. Oversees the work of sub-recipients, which typically provide social or public services, to insure compliance with agreements entered into with the City for the use of CDBG and/or HOME funds. Oversees the provision of rehabilitation services in accordance with City, state, and federal procurement rules and regulations.
6. Works with municipal departments and quasi-public agencies, including recipients of CDBG funds for public facilities, architectural access, or infrastructure projects.
7. Fulfills requests for information from the PCD Director, and the Mayor regarding the CDBG and HOME Programs.
8. Coordinates presentation of annual budget meeting with sub committees, and presenting the proposed CDBG budget for approval of City Council.
9. Represents the City with the West Metro HOME Consortium.
10. Prepares the annual CAPER that reflects program performance during the prior fiscal year and success in meeting HUD national goals and priorities.
11. Advises the PCD Director and the Mayor on housing and community development programs and policies.
12. Serves as point person on affordable housing issues. Maintains the City's Subsidized Housing Inventory List (SHIL) with special vigilance of upcoming expiring use.
13. Staffs the Community Development Committee and the Fair Housing Committee, the advisory committee on CDBG issues and Fair Housing issues, respectively. Serves as Fair Housing Officer responding to fair housing complaints received by the City.
14. Interfaces with other PCD staff to insure consistency in all PCD initiatives.

**Recommended Minimum Qualifications:**

Requires a Master's Degree in Urban Planning, Public Administration or related field, plus a minimum of five years of experience with both the Community Development Block Grant Program for an entitlement community and the HOME Programs. A candidate with a Bachelor's Degree in a relevant field may be considered if the candidate has a record of exceptional accomplishment and experience.

Three years of supervisory experience is required.

Computer literacy with a proficiency in word processing and Excel is required; proficiency in IDIS is required.

Excellent oral and written communication skills, as well as the ability to exercise tact, and maintain confidentiality are required. Proven ability to work well with citizens, local officials and federal and state agencies is required.

**Education and Experience:**

Must have a Master's Degree in Urban Planning, Public Administration or a related field and a minimum of five years of experience with Community Development Block Grant and HOME Programs for an entitlement community. A candidate with a Bachelor's Degree in a relevant field may be considered with a record of exceptional accomplishment and experience plus an additional two years of relevant planning experience is preferred. An equivalent combination of education and experience may be considered.

Supervisory experience with rehabilitation programs and staff is preferred.

Experience in affordable housing development is preferred.

Proficiency in MUNIS is preferred; GIS mapping skills are highly desirable.

**Special Requirements:**

Class D Motor Vehicle Driver's License.

**Knowledge, Abilities and Skill:**

Knowledge: Thorough knowledge of federal and state community development grant programs including other funding sources. Extensive knowledge of state and federal community development program regulations. Knowledge of federal, state and local laws, planning and land use control regulations and requirements which affect community and economic development and housing rehabilitation initiatives. Knowledge of computers and GIS mapping systems in support of department operations. Working knowledge of sociological and environmental aspects of urban planning, housing and community development as well as familiarity with applicable grant programs.

Abilities: Must be capable of working under time constraints and in stressful circumstances, and to develop effective working relationships with subordinates and with other city departments. Ability to prepare and administer operating budgets; organize and plan comprehensive research studies, analyze problems, prepare reports and formulate recommendations concerning planning and community development; ability to speak and write effectively and to establish and maintain effective working relationships with staff and local, state and federal agencies.

Skill: Excellent written and oral communication, public relations and presentation skills; ability to represent the city before various organizations. Strong organizational skills and the ability to manage a large number of projects and tasks at any given time.

**Physical and Mental Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as office equipment and photocopy paper.

Motor Skills: Position requires the application of basic motor skills for activities such as: operating a personal computer and/or most other office equipment.

Visual Skills: Position requires the employee to routinely read documents and reports for understanding.

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