EMPLOYMENT OPPORTUNITY

PROJECT COORDINATOR
Community Development

In compliance with the Americans with Disabilities Act, persons needing Accessibility and/or Language assistance help should contact 801.629.8701, visit http://accessibility.ogdencity.com or contact Relay Utah at 711 or 888.735.5906.

POSITION SUMMARY
To oversee, plan, implement and coordinate assigned projects, activities and operations within a development, redevelopment or special improvement project area; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide responsible staff assistance to a Senior Project Coordinator or higher level management staff. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Receives administrative direction from the Community Development Division Manager or higher level management staff. Exercises indirect supervision over technical and clerical staff.

EXPERIENCE AND TRAINING STANDARDS
Requires at least three (3) years of progressively responsible experience in redevelopment, community development, public administration, real estate development, accounting, banking or a related field. The equivalent to a Bachelor’s degree from an accredited college or university with major course work in business, urban planning, public administration, construction management, or a related field. An equivalent combination of the above stated work experience and education is acceptable. Possession of, or ability to obtain, an appropriate, valid driver's license.

NIMS REQUIRED TRAINING
Employee will be required to complete NIMS IS100 and IS700 within three months of hire.

Failure to obtain/maintain license and certificate as outlined above will result in termination from the position.

ESSENTIAL JOB FUNCTIONS
- Managing major inner-city revitalization effort through implementing neighborhood revitalization plans, including project management of: real estate purchases, demolition, new construction and/or rehab of residential or commercial properties.
- Knowledge and application of Federal and State rules and regulations related to funding program compliance.
- Perform compliance reviews and reviews of all other cross-cutting regulations including environmental and interface regularly with Federal and State representatives.
- Responsible for identifying revitalization solutions and resources, measuring and reporting on those results.
- Manage a real estate rehabilitation program, presenting projects to the community and coordinating with other agencies.
• Assist in the acquisition and formation of development, redevelopment or special improvement project areas; implement and monitor redevelopment projects; document all stages, steps and procedures of redevelopment projects; ensure compliance with participation agreements.

• Coordinate the staffing and operational activities for development, redevelopment or special improvement projects within designated project areas.

• Coordinate the activities and oversee the work of outside consultants; meet with contractors and staff to identify and resolve problems; review and evaluate work products, methods and procedures.

• Participate in the development and implementation of goals, objectives, policies and priorities for assigned areas of responsibility; identify resource needs; recommend and implement policies and procedures.

• Coordinate acquisitions and the formation of development, redevelopment or special improvement project areas with City staff, consultants and developers; serve as a liaison with consultants, developers, lenders, public agencies and City staff regarding assigned development, redevelopment or special improvement project areas.

• Participate in safety and risk management activities; take action to reduce liability to the city.

• Attendance and punctuality are essential functions of this position. Employee is required to work as a team and frequently meet with co-workers and supervisors; employee is required to communicate in-person with the public during office hours; and employee is required to use on-site equipment.

• Perform other duties and responsibilities as required.

MARGINAL JOB FUNCTIONS
• Attend a variety of commission meetings and other professional group meetings; evaluate staff and developer negotiations; prepare appropriate reports as necessary.

• Review and evaluate developer proposals to ensure conformity with local ordinances, laws and project plans; make recommendations accordingly.

• Prepare Requests for Proposals (RFP) and Requests for Qualifications (RFQ) for development, redevelopment or special improvement consultant services; negotiate and prepare consultant agreements; prepare staff reports for City Council.

• Prepare a variety of memoranda, letters and staff reports regarding assigned projects.

• Coordinate and manage public meetings and petitions; provides public information on government procedure and protocol.

• Coordinate, manage and negotiate financial projects, contracts, negotiations and bond financing.

• Promote and follow the City's mission statement, values and expectations.

QUALIFICATIONS

Knowledge, skills, abilities:

• Operations, services and activities of real estate development, redevelopment or special improvement program.

• Principles and practices of urban planning, construction management, and real estate development.

• Pertinent Federal, State and local laws and regulations including HUD Regulations and the State Development and Redevelopment Law and related regulations.

• Federal FHA, Community Development Block Grant (CDBG) and HOME policies and procedures, including cross-cutting regulations.
• Federal & State environmental provisions related to development, redevelopment or special improvement.
• Principles of tax increment financing.
• Modern office procedures, methods and computer equipment
• Project management/Construction Management.
• Principles of business letter writing and report preparation.
• Real estate trends and market value.
• Community development principles and techniques.
• Urban design.
• Contract management.
• Real estate finance, capital markets, and the principles of real estate development.
• Organize one's own time and work load in accomplishing assignments.
• Maintain accurate program files.
• Work effectively with the general public and with persons of all income levels and backgrounds.
• Use Microsoft Office computer software, specifically Excel spreadsheets.
• Organize, manage and direct volunteers.
• Willingness to speak in public to all socio-economic sectors of the community
• Research and write grant applications.
• Negotiate and manage contracts with consultants and developers.
• Review development proposals in order to ensure compliance with laws regulations and policies.
• Interpret, apply, and explain a variety of ordinances affecting the City.
• Prepare clear and concise reports.
• Organize and correlate statistical data.
• Work independently in the absence of supervision.
• Communicate clearly and concisely, both orally and in writing.
• Establish and maintain effective working relationships with those contacted in the course of work.
• Maintain mental capacity which allows for effective interaction and communication with others.
• Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: Walking, standing or sitting for extended periods of time and operating assigned equipment.
• Maintain effective audio-visual discrimination and perception needed for: Making observations, communicating with others, reading and writing, and operating assigned equipment as required by the position.

WORKING CONDITIONS

The work conditions described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to lift and or move up to 20 lbs.
CRIMINAL HISTORY BACKGROUND CHECK
Successful applicant must pass background check.

MOTOR VEHICLE REPORT
Driving record of successful applicant will be obtained by the HR office.

EDUCATION REQUIREMENT
Successful applicant must submit a copy of above education requirements when requested.

VETERAN’S PREFERENCE POINTS
Applicants MUST submit a copy of their DD-214 with their application and before the closing date in order to receive veteran's points. This is for initial appointments only.

SALARY RANGE
Range 43 - $1,683.79 to $2,300.86 (Bi-weekly Rate) (DOQ). Typically hire at minimum. This position is eligible for benefits.

APPLICATION PROCEDURE
On-line applications will be accepted at www.ogdencity.com until Wednesday, June 14, 2017. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

All applications/resumes will be evaluated and ranked on the basis of relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

WE ARE A DRUG FREE WORK PLACE
AA/EOE/ADA
May 31, 2017