

CITY OF GLENDALE

TITLE:	Revitalization Coordinator	CLASS CODE:	515
REPORTS TO:	Revitalization Manager	GRADE:	25
DEPARTMENT:	Neighborhood Resources	FLSA:	E

JOB SPECIFICATION DATE: July 1, 2005 cm

JOB SUMMARY

Develops and administers community development, neighborhood revitalization, and housing rehabilitation programs including program administration, project management, and delivery.

ESSENTIAL FUNCTIONS

1. Researches, evaluates, and determines community development needs in Glendale.
2. Analyzes, interprets, and applies regulations involving environmental reviews, labor standards provisions, construction standards and other federal, state, and local overlay statutes and regulations.
3. Develops and administers community revitalization programs involving housing rehabilitation, slum and blight removal, public improvements, public services, and economic development.
4. Makes oral presentations to citizen groups, Community Development Advisory Committee, nonprofit agencies, and other groups related to program activities.
5. Evaluates subrecipient and consultant capacity to perform program responsibilities and comply with Federal regulations.
6. Provides project management for program subrecipients, consultants, and citizens. Activities include program monitoring for compliance with federal guidelines, payment review and authorization, technical assistance, and quarterly reporting.
7. Prepares written communications including council communications, program reporting, request for proposals, contract documentation, and general correspondence.
8. Coordinates projects with other city departments, governmental agencies, private entities, contractors, architects, and local residents.
9. Administers Labor Standard provisions for public improvement projects. Activities include, providing input at construction conferences, monitoring wage determinations, reviewing and approving progress payments, conducting on-site interviews with project workers to establish compliance with regulations.
10. Represents the city at special events to promote revitalization activities.
11. Develops computer database and administers record keeping for all program activities.
12. Participates in special projects.
13. Serves on city and neighborhood committees, boards, and task forces.

Direct Delivery Services

14. Provides mortgage-banking services for rehabilitation projects including loan origination, credit analysis, title services, loan underwriting, loan closing, and disposition of funds.
15. Provides architectural and project management services for rehabilitation projects including performing property evaluations, and development of design, specifications, cost estimates, work specification, site inspections, and progress payments.
16. Coordinates relocation of residents and businesses impacted by program activities.
17. Applies current construction specifications including International Building Code, International Electrical Code, Residential Code, Uniform Plumbing Code, International Mechanical Code, and City of Glendale codes to ensure compliance upon completion of rehabilitation projects.

Grant Administration

18. Negotiates contracts with nonprofit organizations, consulting agencies, homeowners, contractors, and the city.
19. Conducts and prepares environmental reviews to identify and assess potential adverse environmental impact of program activities.

SECONDARY FUNCTIONS

20. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Neighborhood Revitalization Programs
Community Development Block Grant (CDBG), Home Investment Partnership (HOME), and Historic Preservation
Construction codes
Program policy analysis and development
Mortgage loan underwriting, property title evaluation, and principles of real estate law
Building codes, zoning ordinances, and other federal, state, and local codes related to housing rehabilitation activities
Environmental Review Records
Labor Standard Provisions
Principles of contract administration
Procurement of subrecipient and consultant services
Computer applications
Uniform Relocation Act (URA)
Americans with Disabilities Act (ADA)

Ability to:

Effectively interpret federal, state, and local statutes, codes, and regulations
Communicate effectively verbally and in writing
Effectively negotiate contracts
Establish effective working relationships with clients, contractors, community groups, and residents of varying socioeconomic backgrounds
Analyze policies guiding revitalization programs and develop solutions to increase program effectiveness
Analyze complex financial and statistical data

WORKING CONDITIONS

Office setting with occasional field inspections.

MINIMUM QUALIFICATIONS

Bachelor's degree in construction management, public administration, or a related field and two years project management experience in housing rehabilitation, construction, grant funded programs, or community development.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENT

Valid Arizona driver's license