

City of Salem
CLASS SPECIFICATION

CLASS. TITLE: Urban Development Coordinator
DEPARTMENT: Urban Development
REPORTS TO: Revitalization Supervisor

CLASS. CODE: 0210
FLSA: E
DATE: 7/1/2002
Revised July 2006

Job Summary:

Provides technical assistance, administration, and supervision related to public improvement activities in urban renewal areas and urban design, project planning, and construction/maintenance and administration services for the city.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Implements urban renewal program objectives through administration of professional services and construction projects.
2. Prepares, implements, and administers professional construction and services contracts.
3. Provides staff support to other departments for common projects.
4. Update existing or create new urban renewal areas.
5. Participates in appropriate meetings with developers, citizen groups, and other special interest groups, coordinates staff.
6. Advises and coordinates efforts of local and state governments, private utilities companies and other entities in all phases of project improvements.
7. Prepares reports, plans, designs, and implements specific goals expressed in urban renewal, comprehensive, and neighborhood plans.
8. Assists in the preparation of budget estimates, environmental assessments, design review, administrative reports, and federal reports required for project improvement activities.
9. Makes formal presentations to a variety of citizen and policy making boards, presenting technical information in a concise, understandable manner.
10. Coordinates projects with regional, county or state agencies.
11. Assists Revitalization Supervisor in developing a yearly budget, yearly division objectives, and manages budget expenditures with a cost control system.

Important Job Functions

1. Serves as staff liaison to four (4) to (6) boards and committees; provides staff support.
2. Insures that comprehensive and neighborhood plan preparation and maintenance meet State land use planning goals and guidelines.
3. Acts as team leader on complicated projects.
4. Assists in supervising Project Coordinators work by scheduling projects and monitoring progress; gives feedback to supervisor regarding work unit performance.
5. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. fax, phone, copier, etc.
- Vehicle

City of Salem
CLASS SPECIFICATION

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in Planning, Public Administration, Economics, Finance, Architecture, Civil Engineering or a related field; and,

Five (5) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Project Management Certification is desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and procedures of urban development and planning.
- Effective research skills.
- Strong writing and presentation skills.
- Urban design components specification writing.
- Principles and practices of project management.
- Construction methods and contracting.
- Contract administration.
- Financial strategies and loan programs typically used to fund urban development projects.
- Urban Renewal Laws/Tax Increment Financing.
- Environmental design (LEEDS).
- Demolition practices.
- Brownfield Remediation.
- Applications to planning, including citizen participation, housing, transportation, community facilities, community design, social service and land use.
- Land use regulations and laws.
- Drafting requests for proposals.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Prioritize projects.
- Operate personal computers and other related modern equipment.
- Speak and present effectively in front of large groups.
- Identify potential land use demands.
- Implement appropriate changes to meet community growth demands in a pro-active manner.
- Plan, organize, instruct, coordinate and supervise the work of others.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.

City of Salem
CLASS SPECIFICATION

- Maintain required work hours and attendance.
- Handle a multitude of projects meeting varying deadlines.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb and walk across rugged or uneven terrain.
- Lift up to 10 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.