



CITY OF NORTH LAUDERDALE

Is seeking qualified applicants for the position of

NEIGHBORHOOD IMPROVEMENT COORDINATOR

Grade 58 (Salary Range \$45,282 – \$77,921)

OPEN AND COMPETITIVE

Opening Date 12/21/2018

Closing Date Open until filled

1st Review Date 01/04/2019

This position is responsible for work of considerable difficulty encompassing implementation of the City's residential and commercial revitalization programs through federal, state and local funding sources. An employee in this classification performs a variety of duties in preparing grant applications and monitoring programs to ensure compliance with specific regulations. The employee must exercise considerable independent judgment and initiative. Duties require that a substantial portion of the employee's time is spent dealing with the general public, contractors and funding agencies. Employee also interfaces with City Consultants, Advisory Boards, Department Heads and outside agencies. The employee must reflect a positive image of the City to residents, business and property owners, professional groups and other agencies. Work is assigned and reviewed by the Community Development Director and/or designee.

ESSENTIAL JOB FUNCTIONS

- Administers grant programs, including, Community Development Block Grant (CDBG) and Hurricane Loss Mitigation Program (HLMP, Minor Home Repair and Commercial Revitalization Programs.) Serves as liaison between civic groups, professional staff in solving community problems.
- Obtains, assembles, summarizes and analyzes demographic and programmatic data relating to housing and neighborhood improvement and other factors related to a community development program.
- Prepares grant applications and administers and implements federal, state and local programs related to community development areas with emphasis on housing, physical improvements, private sector revitalization.
- Responsible for the annual preparation of CDBG applications for the Department of Housing and Urban Development Grant Funds. Responsible for the compliance of the CDBG grants that are awarded to the Community Development Department. Perform or monitor compliance as required by grant document & OMB Circular A-133. Prepares records for & facilitates monitoring visits by funding agencies.
- Insures that all grant recipients, provide proper documentation and meet qualification requirements. Coordinate the signing of all Recapture Documents. Review all legal paperwork. Attend closings and records documents. Serve as notary. Insures that the database of clients assisted is properly maintained and that monthly reports.
- Implements minor home repair & commercial revitalization programs, process applications, review contractors' bids, prepare grant award agreement, track completion of the work through final inspections, process payment and maintain customer database.
- Prepares written reports and makes verbal presentations as required.
- Serves as staff liaison to Housing Authority, Community Sustainability Board and manages Community Garden.
- Coordinates with and assists the Community Development Director and/or designee in developing new and effective strategies for the handling of property maintenance and neighborhood and commercial revitalization issues.
- Multi-tasking required frequently.
- Operates various office equipment including computer, printer, copy machine, telephone system, facsimile machine, calculator, etc.
- Provides day-to-day supervision of Administrative Clerk that assists with grant programs.
- Assists other departments, at the direction of the C.D. Director or Assistant Director with identification of grant opportunities and grant applications to outside funding agencies.

ADDITIONAL JOB FUNCTIONS

- Performs a variety of essential record keeping duties, maintains filing systems and department record keeping; provides general support to all departmental functions and performs related work as required; performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Federal guidelines related to the Community Development Block Grant, Neighborhood Stabilization, Florida Hurricane Loss Mitigation Program and other housing/property related programs.
- Established County and/or non-profit programs that offer assistance in the prevention of foreclosure to be able to give residents a referral to those entities.
- Functions and operations of department activities.
- Develop relationships with private banks, realtors and mortgage brokers who may assist City and grant applicants. Facilitate and host workshops pertaining to homeownership, personal finances, leveraging and other topics as may be identified/needed.

Ability to:

- Understand and follow oral and written instructions; express ideas accurately, clearly, effectively and concisely to management, elected officials and the public. Write legibly, keep records and prepare reports.
- Establish & maintain effective working relationships with employees, department heads, professional groups, & the public.
- Identify and monitor properties that are vacant and/or in danger of being foreclosed or abandoned.
- Maintain a current database of all programs including list of contacts.
- Act independently to make sound judgments in the performance of the assigned duties.
- Review, classify, categorize, prioritize, and/or analyze data and/or information for the purpose of recognizing actual or probable effects and relationships in dealing with revitalization issues.
- Organize and successfully complete Community Development programs and projects.
- Apply facts and principles for developing approaches and techniques for problem resolution.
- Read blueprints, plans and maps. Access, operate and maintain various software applications.
- Handle a heavy workload and deal with emergency situations; operate effectively under stress and with a heavy workload; adhere to tight schedules. Be discreet, flexible, and cooperative, handle sensitive situations and be a team-player.

DESIRABLE EXPERIENCE AND TRAINING

- Bachelor's degree in Public Administration and/or Management; Associates degree and certification/accreditation in real estate, mortgage financing, property inspections or property management; or other directly related fields from an accredited college or university.
- Three (3) to five (5) years previous experience and/or training that include knowledge of the principles and practices, or any combination of education, training, and experience in related field.
- Experience with Community Development Block Grant and Hurricane Loss Mitigation Program, and other similar Federal and State funded grants as may become available preferred.
- Building inspection or construction management certification desirable. Municipal level experience preferred.
- Proficient in MS Office (Word, Excel, PowerPoint, Outlook); Bi-lingual preferred; Valid Florida Driver's License required.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).
- Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

DISCLAIMER

The above information on this description is intended to indicate the general nature and level of work performed by employees within this classification. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this classification.

Oral Interviews – Date and time to be determined (by invitation only)

Submit application: Online: <https://selfservice.nlauderdale.org/MSS/employmentopportunities/> or

City of North Lauderdale - Human Resources Department 701 S.W. 71st Avenue, North Lauderdale, FL 33068

Fax: (954) 724-6975 E-Mail: llarrieux@nlauderdale.org Website: www.nlauderdale.org

In-House Applicants: If you are interested in applying for this position, please submit a memo to the Human Resources Department through your Department Head. The memo should explain why you are eligible for this position.

AN EQUAL OPPORTUNITY EMPLOYER

DRUG FREE WORK PLACE

EMPLOYMENT INFORMATION

(This information does not replace, add to, or change any Personnel Rules, or otherwise written instructions or regulations.)

AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER:

All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, physical or mental disability, political affiliation, race, religious creed, sex or other non-merit factors (except as limited by Law, City Civil Service Rules, or bonafide occupational qualifications).

APPLICATIONS:

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Applications not completed in full may be disqualified. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position. Verification of education, if required under this announcement, must be submitted prior to consideration for appointment. Social Security Card must be presented at time of appointment.

Applications and information may be obtained by contacting: North Lauderdale Human Resources Department, City Hall, 701 SW 71st Avenue, North Lauderdale, Florida 33068 (954-724-7068).

CHANGE OF ADDRESS:

Applicants are responsible for notifying the Human Resources Department of any change of address and/or telephone number.

EMPLOYMENT STANDARDS:

Experience means full-time paid experience unless the announcement states volunteer experience is acceptable. (Part-time paid experience may be accumulated to meet the total experience requirements). When an examination includes a rating for training and experience only training and experience information submitted prior to the closing date will be considered.

EXAMINATION RESULTS:

Scores and standings on eligible lists will not be given upon request.

HIRING PROCEDURES AND SELECTION:

Employment lists are established by ranking candidates according to their overall scores in the examination. The candidates must be successful in each part of the examination. To fill each vacancy, the hiring department will make a selection from among the top three ranks on the employment list. A candidate who is not selected will remain on the employment list for one year and will be certified to other similar Vacancies as they occur.

PRE-EMPLOYMENT DRUG SCREENING:

Each applicant shall execute a consent form. Each person selected to fill a position shall undergo drug screening prior to appointment. An offer of employment is not binding until a candidate has passed this examination and other pre-employment background and reference checks.

PROBATIONARY PERIOD:

The probationary period is the final phase of the examination process. Each original open-competitive appointment to a permanent position shall be subject to a probationary period of one year. Each promotional appointment shall be subject to a six month probationary period.

RESIDENCE REQUIREMENT:

Applicants are not required to reside in North Lauderdale in order to be eligible to compete in an entrance examination.

TRAVEL AND RELATED EXPENSES:

The City of North Lauderdale does not reimburse applicants for any travel or related expenses incurred in connection with applying and competing for employment.

VETERAN'S PREFERENCE:

A veteran who enters an open-competitive examination shall be eligible to receive preferential credit added to the total passing score earned in the examination as provided for in the Personnel Rules. To obtain veteran's preference candidates MUST submit a copy of separation papers (FORM DD-214) at the time the application is filed.

EMPLOYEE BENEFITS

The following explanation of benefits applies to employees in permanent full-time positions. Some benefits differ, depending on the employee unit.

VACATION:

Employees earn 12 days of vacation leave a year for the first five (5) years of continuous employment. Employees accrual rate changes based on years service over five (5) years.

SICK LEAVE:

96 hours of sick leave are earned each year. Accrued sick leave may be used as needed for personal illness.

HOLIDAYS:

The City of North Lauderdale observes 12 regular holidays a year and such other days as the City Council may designate. When a holiday falls on Saturday or Sunday, the preceding Friday or the following Monday may be declared a holiday for city employees.

WORKING CONDITIONS:

The basic work week is five days, 40 hours for most Divisions.

HEALTH PLANS:

Medical insurance, hospital coverage is available to all full time employees and their dependents. The City provides life insurance to all employees.

ADDITIONAL BENEFITS:

The City program includes retirement, survivor benefits and disability benefits to employees in selected job classifications.

SALARY:

The salary range for each position is listed on the examination announcement.

CREDIT UNION:

Credit Union membership is available to employees providing the following services: Loans, systematic savings, dividends, financial counseling, car loans, notary service, and more.