



# City of Tempe

## NEIGHBORHOOD REVITALIZATION COORDINATOR

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	243	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Community Development	<i>Salary / Hourly Minimum:</i>	\$52,543
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$70,933
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Housing Services Specialist II+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives general supervision from Community Development supervisory and management staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Requires the equivalent of three years of responsible, full-time experience in housing revitalization, affordable housing, or neighborhood programs, project management or directly related to the core functions of this position.
<i>Education:</i>	Requires the equivalent to a Bachelor's degree from an accredited university or college with major course work in public or business administration, planning or a degree related to the core functions of this position.
<i>License / Certification:</i>	Must possess and maintain a valid driver's license.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To develop and implement a variety of neighborhood and housing programs designed to enhance neighborhoods and commercial properties through revitalization, rehabilitation, and affordable housing opportunities to enhance and improve the retention, attraction, and diversification of retail business and development in Tempe.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Assist in planning, implementing and evaluating revitalization programs related to commercial façade improvements, neighborhood revitalization programs, commercial and residential rehabilitations, slum and blight removal, public improvements, property acquisition, public services and economic development.
- Research, recommend and develop available CDBG, HOME grants and related programs and projects that will revitalize commercial and residential properties.
- Participate in coordination and implementation of plans dealing with residential rehabilitation of properties and neighborhoods.
- Explain detailed federal requirements and CDBG/HOME and related programs in a non-technical manner to other City employees and the general public.
- Prepare periodic reports and maintain statistical data related to programs
- Mediate differences between participants, landlords, contractors, lenders and developers. Resolve citizen concerns and complaints regarding rehabilitation activities; gain cooperation among diverse individuals and groups.
- Prepare research and materials for staff reports and make public presentations at public hearings for public meetings, citizen groups, nonprofit agencies, commissions, boards and City Council.
- Develops and maintains various project management databases and recordkeeping for revitalization programs and projects.
- Assist in the development of programs coupling the immediately available retail resources of the area with potential business and economic development.
- Develops policy and procedure manuals for revitalization programs, including reviewing and updating as required.
- Administers regulations involving labor standards provisions related to contractors and developers, including Davis Bacon and includes activities such as 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
- Prepares and maintains HUD required environmental reviews for CDBG, HOME and other related programs and projects
- Coordinates planning activities and projects with other city departments, governmental agencies, private entities, contractors, architects and local residents
- Monitors and evaluates peer programs, sub recipients, consultants and program participants and includes activities but not limited to program monitoring for compliance with federal requirements and guidelines, payment review and authorization, cost estimating, design and work specifications, technical assistance, inspections and reporting
- Provides project management for revitalization programs and projects

- Participates in negotiation of City incentives with developers and retailers.
- Makes verbal and written presentations to the City council, boards, commissions and other citizen groups.
- Where appropriate, provides staff support to various City boards, commissions and citizen groups.
- Provides quality customer service; ensures that programs provide quality customer service.
- Represents the City at various meetings and conferences related to the functions of the Economic Development Department.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Pending

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Revised Oct. 2008 (added Economic Development assignment)*

*Revised June 2011 (job title, essential functions and education requirement)*