

# **NEIGHBORHOOD REVITALIZATION COORDINATOR**

## Purpose:

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.

### **Supervision Received and Exercised:**

Receives general supervision from Community Development supervisory and management staff.

#### **Essential Functions:**

Duties may include, but are not limited to, the following:

- 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

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Neighborhood Revitalization Coordinator (continued)

- 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 onsite 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.

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Neighborhood Revitalization Coordinator (continued)

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.

**Minimum Qualifications:** 

**Experience:** 

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.

**Education:** 

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.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

**Examples of Physical and/or Mental Activities:** 

(Pending)

Competencies:

(Pending)

Job Code: 243

FLSA: Exempt / Classified