

COMMUNITY DEVELOPMENT TECHNICIAN

Statement of Duties

Professional position involving grant writing, GIS, and other related analytical and administrative work.

Supervision Received

Works under the supervision of the Assistant Township Manager.

Supervision Exercised

None generally. May exercise supervision over clerical, temporary or other staff, volunteers, or consultants, as assigned.

Minimum Qualifications

- Bachelor's degree in Planning, Public Administration, or other related field. Additional years of experience can substitute for education.
- One (1) year of related experience preferred.

Knowledge and skills:

- Geographical Information Systems (GIS)
- Grant writing experience.
- Ability to write clearly and concisely.
- Ability to communicate effectively.
- Ability to think creatively.
- Proficiency in word processing and spreadsheet software.
- Competency in the use of databases and computers in general.
- Ability to learn new computer programs quickly.
- Ability to manage multiple tasks simultaneously.
- Ability to work independently on a regular basis and with minimal supervision.

Essential Duties and Responsibilities

1. Researches grant programs, prepares grant applications, and monitors grant progress and closing.
2. Serves as staff liaison with the Township's Historical Commission, by attending meetings and preparing agendas and meeting minutes.
3. Assists in the development of ordinances and plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.

4. Manages assigned projects and duties to achieve goals within available resources; plans and organizes workloads; reviews progress and makes changes as needed.
5. Investigates and follows-up on citizen requests for service, complaints, and requests for information.
6. Searches sources such as reference works, literature, documents, newspapers, and statistical records, to obtain data on assigned subject.
7. Analyzes and evaluates applicability of collected data and prepares statistical tabulations on collected data.
8. Writes reports or presents data in formats such as graphs, or maps.
9. Interviews individuals to obtain data or information.
10. Attend seminars and workshops related to administrative duties and responsibilities.
11. Recycling coordinator.
12. Other duties as assigned.

Tools and Equipment Used

- Personal computer and software: word processor, spreadsheet, database, Geographic Information Systems, website editor, publishing, graphics editor
- Phone
- Copy machine
- Fax machine
- Scanner
- Digital Camera

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Community Development Coordinator will generally work in an office setting. Occasional attendance at meetings off site or during evening hours may be required. The noise level in the work environment is usually quiet.

Selection Guidelines

Formal application, rating of experience, oral interview and reference check and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Union: Non-union position

Effective Date: 3/22/2018

Non-exempt