

COMMUNITY DEVELOPMENT COORDINATOR

DEFINITION

Within the Department of Planning and Development, serves as the project manager for Dane County's Housing and Community Development Partnership. Administers the Better Urban Infill Development (BUILD) program to provide planning consulting services to local communities. Provides research and policy analysis for land use planning issues and Design Dane!. Implements and prepares budgets and workplans. Acts as the coordinator of county economic development activities, including acting as the principal staff support for the Dane County Economic Summit Council. Supervises Housing and Community Development support staff.

EXAMPLES OF DUTIES

Facilitate interdepartmental staff team; act as liaison to US Housing and Urban Development; coordinate program planning process; monitor progress and compliance with governmental regulations; oversee outreach to local communities and the public. Staff a BUILD advisory committee; write requests for proposals; communicate with local communities, planning consulting firms, and the general public; monitor program implementation; prepare progress reports; administer contracts with consulting services. Prepare departmental budgets and division workplans; compile departmental budget needs and present in the form of decision items; analyze decision items; provide budget recommendations. Administer economic development contracts, work with economic development practitioners to coordinate economic development events and activities. Research and policy analysis for Design Dane!. Hire, train, evaluate and discipline support staff.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a bachelor's degree in social sciences, business administration or a related field which included statistical or quantitative analysis course work (an advanced degree is preferred) and three years professional analytical or management experience in employment and training programs, personnel administration or economic development that demonstrates extensive knowledge of advanced research methodologies including quantitative and qualitative analysis techniques. Professional leadwork and/or supervisory experience.

Knowledges and Abilities: Extensive knowledge of library/literature, survey and quantitative analysis research methods; extensive knowledge of labor economics including labor market characteristics and indices; knowledge of modern management methods including total quality management techniques; significant organizational ability inclusive of coordinating diverse interests; Effective supervisory and managerial skills; excellent verbal and written communication ability; and excellent interpersonal relations ability.