



BENTON HARBOR

Port of Opportunities

NOTICE OF JOB OPENING

POSITION:

Community Development Program Coordinator
(Full-Time)

DEPARTMENT:

Community Development

PAY SCALE: \$27,000-\$33,000/annually

(Depending on qualification/experience)

POSITION SUMMARY:

Under the supervision of the Community / Economic Development Director and the CDBG Manager performs a variety of administrative, clerical and secretarial duties in support of the operations of the Community and Economic Development Department.

ESSENTIAL JOB FUNCTIONS

- Acts as first point of contact for City's Home Rehabilitation programs. Answers general questions related to the City's Home Rehabilitation programs. Receives and reviews applications for assistance, prepares correspondence and maintains appropriate records related to program activities. Performs clerical tasks and maintains files for a variety of housing and community development programs. Inputs and retrieves data into and from computerized recordkeeping systems.
- Responsible for researching topics when assigned, compiling, gathering and organizing a database or data relating to program administration and grant proposals.
- Acts as receptionist for both walk-in and phone inquiries. Acts as the City's community resource liaison, providing customers with information and referrals for available community resources.
- Prepares request for checks and requisitions for grant program activity. Prepares requisitions for supplies and equipment. Ensures that proper documentation and program files are maintained. Will communicate the financial data necessary for grant reporting.
- Prepares resolutions, memorandums, and correspondence and other documentation for the Director and Manager.
- Performs a variety of clerical duties involving typing, account keeping, record keeping, payroll preparation and filing.
- Relieves the Community & Economic Development Director and Manager of various clerical and administrative tasks in support of Department activities.
- Maintains records of departmental expenditures and program activities.
- Maintains a high level of confidentiality in all aspects of work performed. Performs related work as required.
- Coordinate, schedule and facilitate events involving the City of Benton Harbor Parks System, including Jean Klock Park.

- Other duties as assigned.

QUALIFICATIONS

Education/Experience: High school diploma or equivalent, with some college-level training in office management, secretarial support, computers or related field, or equivalent. A minimum of three (3) years office support or office management in a public or high-level private office setting.

Knowledge: Thorough knowledge of the principles and procedures of modern office support operations.

Skill: Must possess the ability to maintain attention to detail and work effectively under stress and changes in work priorities, communicate effectively, present ideas/follow instructions orally and in writing, maintain confidentiality, type 55 wpm with accuracy, and operate a variety of computer software programs including word processing, database, and spreadsheet applications and internet-based applications, including Google applications. Able and willing to train and learn from computer-based training programs and other.

While performing the duties of this job, the employee is regularly required to talk, hear, and use hands to finger, handle, or feel. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stop, kneel, crouch or crawl. The employee must occasionally lift and/or move items of light weight. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

Essential Functions:

- Being present at work daily, willing and able to perform the duties of this position is an essential function of this position.
- Ability to read and comprehend, follow instructions, learn, and execute program activities and assigned functions and duties in an acceptable manner.
- Ability to concentrate and produce quality, timely and accurate work, with few distractions.

Note: *This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Persons will follow any other instructions and perform any related duties, as may be required by their manager, supervisor or department head.*