



TOWN OF EATONVILLE
307 E Kennedy Blvd
Eatonville, Florida 32751
www.townofeatonville.org

Job Description

Division/Department: Community Redevelopment Agency

Location: CRA Office

Job title: Neighborhood Coordinator

Reports to: Executive Director

Level/Grade: Q-5

POSITION# 512

SALARY- DOQ

Hour- 40 per week

Type of position:

Full-time

Part-time

Contractor

Intern

Hours: 40/per week

Exempt

Non-exempt

POSITION SUMMARY: Under the direction of the Executive Director, the person in this position is responsible for advanced professional work involving the preparation, evaluation and analysis of community redevelopment plans and proposed projects and development in accordance with the Town’s Community Redevelopment Agency’s Plan, and the Land Development Code Regulations and Guidelines. Responsibilities will include, but are not limited to the identification and management of projects that are proposed within the respective Community Redevelopment Area Plans; Coordinating and attending public meetings, and promoting the Community Redevelopment Areas.

ESSENTIAL JOB FUNCTIONS (Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.) • Works toward implementation of the vision of Community Redevelopment Plans as a member of a dynamic team.

- Identifies projects; assists in the preparation of development briefs and specifications; formulates project implementation; interprets engineering drawings, manages projects, liaises with internal and external project engineers, planners and architects, ensuring projects meet deadlines and stay within budget.
- Serves as staff liaison to neighborhood advisory committees, prepares and presents reports and updates to Neighborhood Advisory Committees and the Community Redevelopment Agency.
- Schedules public hearings and prepares ordinances.
- Prepares staff reports for residential, commercial and industrial subdivisions, mixed use and planned unit developments, advertised conditional uses, special exceptions and zoning changes.
- Guides and assists general public with proposed development inquiries relating to the Community Redevelopment Area.
- Works with a team to identify, prepare and manage grant applications.
- Performs work related to this job description as required.

KNOWLEDGE, SKILLS AND ABILITIES (Note: The knowledge, skills, and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Ability to present ideas and findings clearly and concisely in written, oral and graphic form.
- Ability to direct and participate in complex planning situations and to analyze pertinent information and formulate substantive recommendations based upon information and data
- Ability to establish and maintain effective working relationships with town staff, outside agencies and the general public
- Knowledge of various grant funded housing assistance programs (SHIP, CDBG, etc).
- Knowledge of planning principles as applied to community planning and preparing community planning reports and studies, in both graphic and written form.
- Knowledge of the principles of urban design, smart growth, sustainable development, civil engineering, architecture and environmental science as applied to public planning.
- Ability to interpret laws, ordinances and regulations.
- Ability to prepare written reports and present them orally and professionally.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

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.

Acceptable eyesight (with or without correction)

Acceptable hearing (with or without correction)

Ability to sit for long periods of time

Requires manual dexterity sufficient to operate a keyboard, calculator, telephone, copier, and other related office equipment as necessary.

EDUCATION AND EXPERIENCE REQUIRED:

Graduation from an accredited college or university with a Bachelor's Degree in Government, Economics, Social Science, Urban Planning; or a closely related field and three (3) years of professional work experience.

Additional qualifying education and/or experience, particularly in grant administration, office management, community redevelopment, architecture or site planning which provide the necessary knowledge, skills and abilities, may be substituted for the education requirements.

COMPUTER EQUIPMENT AND SOFTWARE REQUIREMENTS:

Candidate must be proficient in Microsoft Office Suite, as well as working knowledge of general office practices, equipment and operation methods.

Must have and maintain a valid Florida Driver's License, successful applicant must undergo a drug test, driver's license and background check, E.O.E. Drug Free Workplace, Veterans Preference Given.