

COMMUNITY DEVELOPMENT COORDINATOR

General Definition of Work:

Performs technical and difficult skilled administrative work performing a variety of complex administrative and program tasks involving assessing home energy efficiency, monitoring and following up on home energy efficiency improvements for the North Carolina Weatherization Assistance Program and other grant programs. Work is performed under the regular supervision of the Planning and Development Director.

Essential Functions/Typical Tasks:

Assisting in the preparation of short and long-range community development and improvement plans; preparing graphic materials; assisting in research and grants management; maintaining complex, detailed and confidential records, files and data bases maintaining records and files; preparing reports; assessing home energy efficiency; monitoring quality of weatherization improvements; and ensuring compliance with Department of Energy guidelines and local building codes.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists in writing grant applications, manages grant allocations and related reporting.
- Assists in conducting field surveys community development purposes and general development activity of surrounding area.
- Explains and interprets grant regulations and community development procedures to the public.
- Assists in the development of studies, analyses and recommendations in connection with the current and long-range physical, social and economic development of the County.
- Undertakes special projects as assigned by supervisor.
- Assists with the development, preparation and maintenance of departmental budget. Maintains a variety of operational, bookkeeping, budget and program records and accounts including accounts receivable and payable. Purchases supplies and equipment for department.
- Receives, processes and enters a variety of information into computer system.
- Prepares reports and supporting graphic display materials descriptive of research and recommendations.
- Schedules and conducts initial energy audits of single family homes and apartments.
- Prepares preliminary determination of energy measures to install.
- Performs field inspections and reinspections for code issues related to weatherization program home improvements.
- Conducts final home energy audit to ensure compliance with Department of Energy guidelines.
- Receives and investigates complaints in regard to defective weatherization construction and handles enforcement problems.
- Processes incoming and outgoing mail.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of standard office practices, procedures, equipment, computers, applicable software. General knowledge of the principles and practices of community development and of ordinances governing community development and related codes. Knowledge of Department of Energy programs' regulations; of building construction and materials; and of home energy improvement methods. Ability to analyze and systematically compile technical and statistical information; to prepare technical reports; to perform and organize work independently; to utilize judgment and discretion in problem-solving situations; to prepare and present technical information clearly; and to establish and maintain effective working relationships with associates and representatives of other public agencies.

Education and Experience:

Requires graduation from high school supplemented by course work in business administration, secretarial science, planning, or a related field and extensive experience in administrative support work. An equivalent combination of education and experience may be considered.

Physical Requirements:

This is light work requiring the exertion of up to 50 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires standing, walking, pulling, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Possession or ability to obtain appropriate weatherization certifications within 2 years of employment. Possession of an appropriate driver's license valid in the State of North Carolina. Possession of an OSHA 30-hour certificate or must obtain within one year of employment. Possession of an appropriate driver's license valid in the State of North Carolina. Position is a safety-sensitive position as defined by the Drug Free Workplace Policy.

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