

AUGLAIZE COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Cover Page 1 of 2

Agency:	Board of Commissioners	Employee Name:	
Class Title:	Community Dev. Coordinator	Position Title:	Community Dev Coordinator
Class Number:	63161BC	Position Number:	01:100002.5
Dept./Div.:	Board of Commissioners	Civil Service Status:	Classified
Unit:	Administration	Employment Status:	Full-time
Reports To:	County Administrator	FLSA Status:	nonexempt
EEO Status:	(02) Professionals	DOT/O*Net Code:	169.117-014
		Normal Work Hours:	M-F 8:00-4:30

GENERAL DESCRIPTION:

Under direction of the county administrator, assists county administrator with performance of economic development activities; oversees federal grant, state grants and community development programs.

QUALIFICATIONS: An example of acceptable qualifications:

Bachelor's Degree in planning, community development, public administration, political science, social science, or other related discipline; Advanced Degree preferred, and/or two (2) years of related work experience, or equivalent. Must possess strong oral and written communication skills and knowledge of government structure and process.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess or be able to obtain a valid Ohio driver's license and maintain insurability under the county's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Modern business office equipment (e.g., computer, facsimile machine, photocopier, adding machine/calculator, etc.); motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to possible injury from unclean or unsanitary conditions; works with moving mechanical parts of equipment of machines; occasionally lifts, pushes, pulls, or carries objects 10 pounds or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised: 1/12/2022

Dublin, OH 43017

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Date Adopted:
Date Revised: 1/12/2022

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Inside Page 1 of 2

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Unit:	Administration		Administrator

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 35% (1) Prepares and processes applications for federal and state grants and community development programs; oversees federal grant, state grants and community development programs; monitors loans through the Revolving Loan Fund program to ensure that borrowers adhere to all rules and regulations, repay loans pursuant to the agreement, and to ascertain the success of the loan; prepares grant applications in order to recapitalize the program.
- 25% (2) Performs financial recordkeeping activities including federal and state grants and community development programs; reviews and processes invoices; performs various financial and accounting functions related to the loan program (e.g., accounts for payments as the funded projects/loans are repaid; processes disbursements and drawdowns; prepares and submits fiscal reports to funding sources; interprets and assists with the development of policies related to the loan programs; etc.).
- 25% (3) Prepares and tracks documents for federal grants, state grants and community development programs; prepares maps in an accurate and timely manner; assists with communications to other political subdivisions and/or other county departments about grant opportunities and reporting requirements; attends economic development events as requested.
- 10% (4) Assists with promoting County Revolving Loan Fund and all other programs under the CDBG umbrella (e.g., assists with establishing relationships with banks and economic development professionals, etc.); drives motor vehicle to gain access to meeting locations.
- (5) Meets all job safety requirements and all applicable PERRP safety standards that pertain to essential functions; attends professional education and training sessions, seminars, and workshops as directed; maintains required licenses and certifications; must demonstrate regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% Performs other duties as required.

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Unit:	Administration		Administrator

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: finance; economics; government structure and process; government grant programs (pertaining to economic development); county goals and objectives*; county policies and procedures*; department goals and objectives*; departmental policies and procedures*; public relations; media relations; marketing; grant writing; workplace safety; local geographic area.

Skill in: computer operation; use of modern office equipment; motor vehicle operation.

Ability to: deal with a variety of variables within a somewhat unfamiliar context; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts and draw valid conclusions; exercise independent judgment and discretion; understand, interpret and apply laws, rules or regulations to specific situations; calculate statistics; prepare accurate documentation; compile and prepare reports; use proper research methods to gather data; prepare and deliver speeches and presentations; communicate effectively; maintain records according to established procedure; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships.

POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

None.

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