

**Community & Economic Development  
Community Housing Development**

**Program Coordinator**

BAND	GRADE	SUBGRADE	FLSA STATUS
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**NATURE OF WORK**

The Program Coordinator is responsible for the administration of the day to day operations and assists in the implementation of the projects of the Community Housing Department. Performing a variety of HUD financed programs including qualification, relocation, contract bidding, project tracking and preparing reports required by Federal, State and Local requirements.

Essential Duties: These duties are a representative sample; position assignments may vary.		FREQUENCY	BAND/ GRADE
1.	Maintains all records required by Federal, State and Local regulations concerning public bidding,	Weekly/ 5%	
2.	Conducts financial qualification process of programs clients,	Weekly/ 20%	
3.	Prepares department records, tracks grant performance, prepares reports and maintains contractor files;	Weekly/ 20%	
4.	Responsible for occupant relocation including working directly with clients to schedule and review program guidelines for relocation;	Weekly/ 25%	
5.	Assists the Community Housing Manager in completing Environmental Reviews;	Weekly/ 20%	
6.	Works with Project Managers in prepping all bid documents for contractors,	Weekly/ 10%	
7.	Assists the Education and Outreach Coordinator in implementing community outreach events.	Monthly 5%	
8.	Works with Project Managers to conduct in-home visits to clients interested in housing programs,	Monthly/ 5%	
9.	Performs other related duties as assigned.		

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**SUPERVISION GIVEN/RECEIVED**

Works under direct supervision and follows defined policies, procedures, and work methods to accomplish assigned duties.

No supervision responsibilities.

**DECISION MAKING**

The individual must exhibit defined decision-making skills determined by specific area of training and expertise. Duties and tasks are both routine and non-routine in nature and individuals may refer complex decisions to the higher levels. Assignments are generally focused in nature and require decisions with defined parameters.

**TRAINING AND EXPERIENCE REQUIREMENTS**

High School Diploma required & (3) years or more of experience HUD financed and regulated programs, construction, program administration or contract management.

**LICENSING REQUIREMENTS**

- NONE

**KNOWLEDGE REQUIREMENTS**

- Computer knowledge required for Microsoft Word, Excel, PowerPoint & Eden;
- Knowledge of HUD program requirements;
- Knowledge of EPA, L&I and OSHA requirements;
- Knowledge of Federal, State and Local requirements for public contracts and labor compliance, code enforcement and redevelopment;
- Successful customer service experience and a proven ability to deal with the public.

**SKILL REQUIREMENTS**

- Ability to organize and manage time;
- Work independently to meet program objectives;
- Ability to prepare clear and concise reports;
- Applying communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public; sufficient to exchange or convey information and to receive work direction;
- Ability to deal courteously and tactfully with the public and establish and maintain effective working relationships with superiors, other employees, contractors and the public.
- Possession of a valid driver's license.

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**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**CLASSIFICATION HISTORY**

<b>DATE</b>	<b>COMMENT</b>
September 28, 2020	

**NOTE**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.