

WE ARE HIRING!

COMMUNITY DEVELOPMENT PROGRAM COORDINATOR (FULL TIME)



The City of Kettering's Planning and Development department is recruiting to fill the Full-time position of Community Development Program Coordinator. This position is under the general supervision of the CDBG Manager. The Community Development Program Coordinator is responsible for assisting the CDBG Manager in the general administration of federal, state, and local funded housing initiatives; implements and monitors housing initiatives in compliance with federal, state and local regulations for the long-term betterment of Kettering residents, neighborhoods and businesses; and performs other related duties as required. This highly responsible professional position requires technical knowledge, skills in research, case management, and housing finance. This employee must exercise initiative and sound judgment in carrying out assigned duties and developing recommendations.

QUALIFICATIONS:

Candidates should have housing finance, statistics, project planning, budgeting, mortgage preparation, and administration of various housing programs; knowledge of the Community Development Block Grant Program, HOME program, and other federal and state-assisted programs, related City codes, municipal and real estate finances and accounting procedures. Candidates should have knowledge of community planning and economic development principles and practices; knowledge of state and federal environmental and historic review criteria; knowledge of Davis Bacon Act requirements; general knowledge of building and zoning codes; must be a creative problem-solver and people-oriented; have the ability to communicate effectively, both orally and in writing; ability to handle multiple and diverse work assignments; ability to work independently and in a team approach/setting to accomplish goals.

Ideal candidates should also have experience and training in development, financing and management, administration of housing programs or any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities. A bachelor's degree in a related field is preferred.

COMPENSATION:

This position is an unclassified and exempt position with a current annual salary up to \$86,403/yr contingent upon the candidate's related skills, knowledge, and abilities. Comprehensive Benefits include medical and dental insurance, an attractive retirement plan, vacation leave, sick leave, holiday pay, and other fringe benefits.

TO APPLY:

Please use our on-line application portal at www.ketteringoh.org/jobs by **11:59 p.m. on August 5, 2024** to complete an application and submit a resume and cover letter. For more information about this position and the City of Kettering please visit www.ketteringoh.org.



APPLY HERE!

