

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Neighborhood Coordinator
FUNCTIONAL AREA: Community Development Department

WORK OBJECTIVE:

Under general supervision, the purpose of the position is to perform responsible technical administrative support work in relation to neighborhood planning and development. Employees in this classification are responsible for assisting with the programs and daily activities of the Neighborhood and Environment Division. Work includes assisting the general public with inquiries regarding inquiries and requests. Objective is to provide accurate and efficient assistance to the general public and departmental personnel.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Answers inquiries and requests from the general public and business community, through friendly, professional customer service skills, ascertaining the needs of the customer and providing appropriate assistance and information.
- Assigns job responsibilities for follow-up from the Slice of Springs meetings; integrates GIS data for future budgetary considerations.
- Prepares various reports, projects and completes agreement contracts with neighborhood groups for Neighborhood Partnership Program.
- Assists customers with application completion for SHIP (State Housing Initiative Program) and CDBG applications; participates in monthly SHIP meetings as necessary.
- Coordinates the location, logistics and staffing for the Slice of Springs meetings and various neighborhood meetings and associations.
- Performs general administrative duties relative to the work, e.g., data analysis, data entry, records maintenance, drafts various documents.
- Maintains the Land Management System/HTE; maintains, updates and reconciles various logs, reports, files, databases, and spreadsheets.
- Assists in the development and expansion of Neighborhood Program opportunities, e.g., Neighborhood Partnership Program, outreach, traffic calming, block parties.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Associates Degree with major coursework in Planning, Development or related field; supplemented by two (2) years experience in the administrative support work of neighborhood planning; or an equivalent combination of education, training, and experience.

Neighborhood Coordinator

Knowledge, Skills, & Abilities –

Knowledge of business English and spelling.

Knowledge of the principles and techniques of effective verbal and written communications.

Ability to understand and follow written and oral instructions.

Ability to clearly communicate information both verbally and in writing.

Ability to operate basic office equipment.

Ability to access, operate and maintain various software applications.

Ability to establish and maintain effective working relationships with departmental personnel, supervisors and the general public.

Ability to effectively coordinate Division activities, meetings and programs.

Skill in the principles and techniques of customer service skills; ability to deal diplomatically with irate individuals.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.