

**TOWN OF DELMAR**  
Position Description

<b>Job Classification:</b>	<b>Community Development Coordinator</b>
<b>Department:</b>	Administration - Town Municipal Building
<b>Direct Supervisor:</b>	Town Manager Report directly to the Town Manager for all approved absences, sick, vacation, comp time, etc.
<b>Supervision Exercised:</b>	None
<b>Schedule:</b>	Mon. thru Fri. 8:00 a.m. - 4:30 p.m. Evening meetings are required and included in regular 40 hr. work week.

**General Definition of Work**

Plan reviews for various Town plans for the Planning & Zoning Commission; Maryland Board of Zoning Appeals and Delaware Board of Adjustments, including preparation of reports, follow-up processing and special projects as assigned. Research, write and administer grants programs as pertinent to the progress of Town activities and projects. Although Community Development Block Grant is referenced in the essential task, other grant funding/loan agencies such as Maryland Department of the Environment and MD/DE Rural Development and other state and federal programs would be applicable. Respond to questions and request for information from individuals, departments, groups, or the general public.

**Essential Tasks**

(These 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.)

- Review site plans/preparation of reports for Planning Commission.
- Review rezoning requests/preparation of reports for Planning Commission.
- Review Town zoning text amendments/preparation of reports for Planning Commission.
- Compile agency comments for subdivision sketch plats for Planning Commission review.
- Review requests for Md Board of Zoning Appeals and De Board of Adjustments/prepare applicants background reports to be distributed to the Town Manager, Boards and P&Z Chairperson.
- Draft follow-up reports for Town Mgr and Council for Planning Commission and MD/DE Appeals Board decisions.
- Process information requests on approved cases, site plan approval process, etc.

- Provide the Clerk of Council with the necessary information pertinent to be included in the legal advertisements for Public Hearings. (i.e. Purpose, Date & Time of the Hearing as well as the date the Hearing should be posted in the local newspaper.)
- Responsible for posting site public notices – Board of Adjustments/Maryland Board of Zoning Appeals Hearings.
- Review and approve new/renewal of Town business license application for issuance.
- Review commercial and residential building permit applications for issuance, perform required on-site construction inspections for final approval and issuance of certificate of occupancy.
- Assist with Code Enforcement compliance and issuance of violation citations when required.

**As Community Development Coordinator:**

- Interview, intake, analyze and approve resident applications for participation in Community Development Block Grant (CDBG) or Landlord Revolving Loan Program (LRLP) for housing rehab and investment properties.
- Evaluate financial affordability/underwrite housing rehab loan and grant applications.
- Prepare environmental review records for State Clearinghouse for CDBG projects and applications.
- Monitor progress of contractor work on housing rehab projects.
- Coordinate site inspection reports and schedule site visits for housing specialist review.
- Manage financial records for housing rehab projects, including composing reimbursement requests, payment processing, recording and disbursement, file management and compliance tracking.
- Process revolving loan payments for LRLP housing rehab contracts.
- Produce and maintain spreadsheet balance sheets to track financial expenditures on CDBG grants for housing rehab and other grant funded projects.
- Prepare and submit quarterly reports.
- Cooperatively assemble, edit, compose and coordinate the development and submittal of CDBG applications to the Maryland Dept of Housing & Community Development.
- Prepare and execute Loan and Grant agreements, promissory notes and other grant and loan documents required by LRLP or CDBG programs.
- Record leans/covenants on property deeds for rehab loans and grants.
- Review Community Development brochures/grant informational updates on housing issues.
- Resolve conflicts between homeowners and contractors.
- Attend board meetings for non-profits in housing rehab for leveraging projects or development coordination.

Attend conference sessions on CDBG, Lead Hazard Reduction, SLP program training.

Visit program sites to monitor contractual progress on grant funded projects.

Perform land-use and Comprehensive Plan consistency review and approval on all State Clearinghouse request for Town of Delmar.

Organize community meetings with targeted neighborhoods for revitalization.

Conduct demographic data research upon request from Town residents.  
Perform related work as required.

### **Knowledge, Skills and Abilities**

Knowledge of all the eligibility and threshold requirements of a diverse complex federal, state and national not-profit foundation programs in order to more effectively meet the Town's economic needs. Ability to work with politicians, organizations, and other community leaders whose community development interest and agendas may be in conflict with the community development planning process. Conflict resolution skills.

### **Education and Experience**

Bachelor's Degree Planning, Public Administration, Environmental Studies or Government. Considerable experience and knowledge of a variety of federal, state, local and national not-profit foundations, research for complex funding resources.

A comparable amount of training and experience may be substituted for the minimum qualifications.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

### **Special Requirements**

Possession of a valid driver's license.

Revised 10/2022