



Title: Neighborhood Programs Coordinator

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Neighborhood and Revitalization Manager.
Exercises direct supervision over Neighborhood Improvement Specialist.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of one year related experience. Requires a working knowledge of standard practices and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to develop, plan, organize and implement a wide variety of neighborhood and citywide priorities. Administers and ensures compliance with federal and non-federal grants; serves as liaison to valley-wide consortium; promotes citizen involvement in neighborhood issues; serves as liaison between the City, community leaders, nonprofit groups, homeowners and neighborhood associations; accomplishes through citizen participation, technical assistance, community education, and volunteer programs; implements policy changes and budget recommendations.



City of Peoria

HUMAN RESOURCES

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Administers the HOME Investment Partnership Program grant and serves as liaison to valley-wide consortium.
3	Administers the Neighborhood Grants Program.
4	Assists with formulation of and maintains partnerships with existing neighborhoods and homeowners associations.
5	CDBG-Federal Grants and Assistance Programs (AQUA and Emergency Home Repair).
6	General Administrative Duties. Assists with developing and monitoring annual budget and budgets for neighborhood projects and programs; researches, prepares, and presents oral and written presentations; conducts research; updates documents.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

<p align="center">Physical strength for this position is indicated below with “X”</p> <p align="center">The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	X	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<p align="center">Work Environment for this position is indicated below with “X”</p> <p align="center">The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	X	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, telephone, vehicle.

PROTECTIVE EQUIPMENT REQUIRED:

None required.