

POSITION DESCRIPTION

Job Title: DEVELOPMENT COORDINATOR	Salary: \$16.96-\$29.02 per hour \$35,277-\$60,362 annual	Effective Date: 01/24/19
Class: Nonexempt / Non Flex	Supervisor: Modernization/Development Dir.	Revision Dates: 1/24/19;9/1/2022, 3/31/2023
	Department: Development	Revision Number: 3
Board Chairman Signature:		Executive Director Signature:
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POSITION SUMMARY

Under the direct supervision of the Modernization/Development Director, the Development Coordinator will coordinate various aspects of the Agency's development projects, in accordance with federal regulations and Agency policies and procedures. Responsible for insuring that all documentation is submitted properly and in a timely manner to the U.S. Department of Housing and Urban Development's Office of Native American Programs. The Development Coordinator will also work with local municipalities to maintain HHCDA cooperation agreements.

DUTIES AND RESPONSIBILITIES

- ◆ Must be able to work under minimal supervision.
- ◆ Maintain confidentiality at all times.
- ◆ Coordinate and prepare environmental reviews for HHCDA, while maintaining environmental review records.
- ◆ Prepare Request for Release of Funds for Indian Housing Block Grant.
- ◆ Work with HHCDA staff on development planning.
- ◆ Preparing correspondence, compiling, storing, and retrieving management data using computer.
- ◆ Assisting in the preparation and maintenance of the Development & Modernization budget.
- ◆ Assist TRIP applicants and TRIP grant recipients with contract administration.
- ◆ Track contractor and vendor payments for development or modernization projects.
- ◆ Prepare and administer leases for community buildings offices operated by HHCDA.
- ◆ Prepare lease relinquishment and bill of sale documents in the transfer of Mutual Help homes.
- ◆ Prepare and submit tax exemption applications for qualifying fee simple properties.
- ◆ Assist with reporting requirements.
- ◆ Perform other duties as assigned by supervisor.

QUALIFICATIONS

- ◆ Must possess high school diploma.
- ◆ Must possess two (2) years post-secondary education or five (5) years related job experience.
- ◆ Knowledge of relevant Code of Federal Regulations (CFR) preferred.
- ◆ Knowledge of HUD requirements for environmental compliance and procurement and contract administration.
- ◆ Valid driver's license and proper insurance may be required.
- ◆ Preference will be provided to Native Americans.