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EMPLOYMENT OPPORTUNITY

Position Title: Development Project Coordinator
Location: Springview Government Center
Supervisor: Ethan Harris, Director of Community & Economic Development
Classification: Full-time, Classified, Non-Exempt, County benefits
Salary Range: \$25.49 - \$37.35/hr. (salary will be commensurate with education and experience)
Date Issued: March 2, 2022
Filing Deadline: Open Until Filled. First review of applications will begin March 17, 2022

Interested applicants should submit a letter of interest and a resume and a completed employment application. Applications are available at the Springview Government Center, Personnel Office, 3rd floor, 3130 E. Main St., Springfield, OH 45503 or online at <http://www.clarkcountyohio.gov>. Your letter of interest, resume and application should be emailed to: hr@clarkcountyohio.gov, faxed to 937.328.2486, mailed or delivered to Springview Government Center. Applicants needing accommodation in completing this application, please contact 937.521.2015.

Summary:

The incumbent will work closely with the Clark County Community Development Director on various community development projects including but not limited to the daily functions of the Clark County Land Reutilization Corporation (CCLRC) and other department tasks.

Essential Functions:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Operate day-to-day CCLRC programs and projects. Includes but is not limited to processing applications to acquire available properties, coordinate rehabilitation projects, coordinate demolition/remediation projects, and design programs to create more equitable housing opportunities in Clark County. Must become an expert in Ohio Land Bank policy and the Real Estate market. Work closely with CCLRC partners to coordinate community resources. Conducts planning analysis and evaluation; compiles data; qualifies areas through census information or surveys for grant projects. Seeks out new sources of funding including government and private grants; reviews Notices of Funding Opportunities (NOFAs); summarizes and presents for approval; mobilizes stakeholders for support; compiles information/data in required formats; submits development related grant applications on behalf of the Clark County and CCLRC.

Plans, coordinates, and conducts public hearings, meetings, presentations, or other oral reporting of plans in a timely manner. Communicates with employees, city departments, inspectors, utility representatives, local community groups, political leaders, non-profits, and organizations at the local, state and federal level. Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes. Operates a computer to enter, retrieve, review or modify data in computer database; verifies accuracy of entered data.

Minimum Requirements:

Bachelor's degree in finance, accounting, Urban Affairs, Political Science, Business, Real Estate, or other related field or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must demonstrate a working knowledge of local government functions and Real Estate. Must possess and maintain an Ohio driver's license.

Preferred Experience:

Five years of Real Estate experience. May be required to obtain a Notary Public.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but 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 work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Clark County is an Equal Opportunity/ADA Compliance Employer.

Clark County does not discriminate on the basis age, ancestry, color, disability, ethnicity, familial/marital status, gender identity, genetic information, language, military status, national origin, pregnancy, race, religion, sex, sexual orientation, socio-economic status.