JOB DESCRIPTION

Development

JOB TITLE: Community Development Coordinator

DEPARTMENT: GIS/Planning/Community Development

SUPERVISOR: William Hunt

JOB CLASS: Non-Union - Appointed

Community Development Coordinator

GENERAL DESCRIPTION

Under the guidance of the Director of Planning, GIS & Community Development Department, the Potter County Community Development Coordinator is responsible for serving as a liaison between the County, municipalities, nonprofit organizations, businesses, residents, and other community partners to identify needs, establish priorities, and develop projects that advance community and economic development throughout Potter County. The Community Development Coordinator supports implementation of the Potter County Community and Economic Development Plan (Revitalize Potter County), the County Comprehensive Plan, and other County and community-based initiatives.

The position focuses on community engagement, partnership development, project scoping, preliminary planning, and the preparation of project concepts, budgets, schedules, and supporting documentation necessary for grant applications and project implementation. Work closely with the Grant Administrator to develop implementation-ready projects and provide the technical assistance, documentation, and coordination necessary to pursue funding opportunities and complete projects successfully.

ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

The Community Development Coordinator must be reliable, organized, and possess strong communication, interpersonal, project coordination, and problem-solving skills. The position requires the ability to engage diverse community stakeholders, identify and assess community needs, develop practical project solutions, coordinate multiple initiatives, and translate community priorities into actionable projects.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Lead coordination of the Potter County Community Development Block Grant (CDBG) Program, including community engagement, project scoping, surveys, public hearings, preliminary eligibility assessments, project schedules, cost estimates, and supporting documentation, in collaboration with the Grant Administrator.
- Provide technical assistance to municipalities, nonprofit organizations, community organizations, and other partners in project planning, development, funding opportunities, documentation, and implementation strategies.
- Collaborate with the Grant Administrator on project development and grant program requirements, including project scopes, cost estimates, implementation schedules, project updates, performance tracking, supporting documentation, and reporting requirements.
- Support implementation of the Potter County Community and Economic Development Plan by maintaining community engagement, advancing identified priorities, building partnerships, and developing strategies to move projects and initiatives from planning to implementation.
- Organize projects by preparing scopes of work, implementation schedules, conceptual budgets, funding strategies, and requests for proposals, as appropriate. Coordinate partners, consultants, contractors, and other stakeholders to advance approved initiatives.

JOB DESCRIPTION

- Represent Potter County and maintain effective relationships with regional, state, and local agencies, organizations, businesses, committees, and working groups involved in community and economic development.
- Collaborate with the Grant Administrator to develop and maintain a directory of community development resources, including funding programs, technical assistance providers, and regional and state resources that support County and community initiatives.
- Attend meetings, workshops, conferences, and training opportunities to maintain professional knowledge, strengthen relevant skills, and support departmental goals.
- Maintain accurate project and program records, including project files, correspondence, schedules, budgets, reports, meeting records, and other documentation necessary for effective project management and administration.
- Perform other duties and responsibilities as assigned or deemed necessary to accomplish the established goals and objectives of the Department and County.

KNOWLEDGE AND ABILITIES:

- Understanding of various community and economic development programs and resources;
- Ability to identify, assess, and prioritize community needs;
- Ability to facilitate effective meetings, discussions, and public engagement activities;
- Strong verbal, written, and interpersonal communication skills;
- Ability to build and maintain positive, collaborative relationships with municipalities, community partners, organizations, and other stakeholders.
- Ability to maintain strict confidentiality;
- Ability to work independently and exercise sound judgment;
- Ability to effectively manage time, prioritize tasks, and meet deadlines;
- Ability to organize and coordinate multiple projects, activities, and stakeholders.

QUALIFICATION REQUIREMENTS/EXPERIENCE AND TRAINING:

- Preferred but not required previous experience in community development, economic development, planning, project management, or a related field preferred;
- Associate or bachelor's degree in business, public administration, or a related field preferred;
  Or Equivalent combination of education, training, and relevant work experience may be considered;
- Experience in facilitating meetings, coordinating projects, and working effectively with diverse community participation, partners, and stakeholders;
- Be familiar with grant programs, project budgeting, funding applications, or government and nonprofit programs is preferred.
- Willingness and ability to attend training, workshops, conferences, and other professional development opportunities related to the position.

PHYSICAL REQUIREMENTS:

- Ability to meet deadlines.
- Ability to sit for extended periods of time.
- Ability to frequently stand and walk.
- Normal manual dexterity and hand-eye coordination.
- Corrected hearing and vision to normal range.

ADDITIONAL REQUIREMENTS:

- Possession and maintenance of a valid Pennsylvania driver's license
- Ability to obtain and maintain required clearances

- Able to travel if required

HOURS: Monday – Friday 8:30am – 4:30pm with 1 hour for lunch
35-hour work week; Overtime as needed and approved by direct supervisor.

PAY RATE AND BENEFITS: Base Rate set by the Potter County Salary Board
Benefit Package as approved by the Potter County Commissioners