

RURAL COMMUNITIES HOUSING DEVELOPMENT CORPORATION
POSITION DESCRIPTION

POSITION TITLE: Development Coordinator II
POSITION CLASS: 42
SUPERVISORIAL RESPONSIBILITIES: None
SUPERVISED BY: Development Director
WORK SITE: Central Office

GENERAL DUTIES AND RESPONSIBILITIES: Under the direction of the Development Director the Development Coordinator II will work with other development staff in coordinating and processing specific housing projects. This position is expected to manage a varied workload which will include resource development, as well as assume responsibility to move projects through development to completion.

Examples of Specific Tasks:

1. Develop and oversee project/resource development timeline.
2. Assist with financing, design, and public approval issues for specific projects in predevelopment and development phases.
3. Work with other staff to assure that adequate resources are available to perform necessary tasks.
4. Be responsible for new project initiation, feasibility, analysis, and assuring the adequacy of pre-development finances.
5. Assist in development of short-term and long-term goals and strategies to meet them.
6. Coordinates efforts with technical specialists, consultants, and public officials.
7. Coordinates efforts with other RCHDC staff in accomplishing project goals and objectives.
8. Assist with agency's resource development efforts.
9. Other duties as assigned.

Qualifications and Requirements:

1. A BA in business, finance, economics, public administration, community development, planning or related field is desired. An equivalent combination of education and experience that would reasonably provide the required knowledge and skills is acceptable.
2. Ability to analyze written budgets and financial documents. Have the ability to effectively present information and respond to questions from groups or individuals.
3. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Have the ability to interpret and create spreadsheets.
4. Ability to write business correspondence and reports.
5. Knowledge of the development process as it relates to residential construction, especially multi-family construction
6. Familiarity with government housing programs on federal, state, and local levels.
7. Ability to understand the public planning process.
8. Have the ability to affectively present information in response to questions in groups or individuals.
9. Ability to facilitate financial transactions.
10. Ability to understand policies of the federal and state agencies, and private lending institutions, which may apply to a given project.
11. Possession of a valid California Drivers License, a good driving record, and automobile insurance per requirements of the State of California. Also have reliable transportation and willingness to use own automobile on job.

12. A working knowledge of Microsoft Office; proficient in Excel, Word and Access; experience with graphic software & facility with the Internet.
13. Ability to work with individuals and/or groups, both in a public and private arena, as a representative of RCHDC. Contacts may include public agency officials, housing development professionals, representatives of the business and financial community and community-based groups.
14. Must be self-motivated and a self-starter.
15. Bondable

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this classification, the employee is often required to stand; sit; walk; talk; hear; use hand to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

Development Coordinator II
July 11, 2003