NEIGHBORHOOD RESOURCE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a supervisor, the work involves collection of data necessary to facilitate various planning initiatives related to Albany Community Development Agency programs. This position may be responsible for inventory, analysis and program implementation and development for special community development activities. Work is reviewed through the analysis of data collected and discussions of problems encountered. Supervision over others is not a typical responsibility of this position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Conducts assigned field inspections of property and collects, organizes and provides data analysis of field notes;
- Conducts block surveys and on-site inspections;
- May conduct site plan reviews for programs;
- Develops evaluation criteria to measure program effectiveness;
- Implements and monitors the timelines that lead to the successful completion of established goals;
- Assists with implementation of Neighborhood Index Program;
- Provides information to staff and the public regarding federal regulations;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of federal, state and local laws affecting planning policies in area of assignment;
- Good knowledge of federally administered funding programs [i.e., Community Development Block Grant (CDBG), HOME Funds and Emergency Shelter Grant (ESG)];
- Good knowledge of word processing, database management, spreadsheets and other basic computer software applications;
- Working knowledge of Geographic Information Systems (GIS);
- Ability to understand and follow complex oral and written instructions;
- Ability to communicate clearly and concisely both orally and in writing;
- Ability to interact with the public and public agencies;
- Ability to communicate appropriately with professionals, funding sources, elected officials, neighborhood groups and the general public;
- Ability to exercise discretion and sound judgment;
- Ability to work independently;
- Good organizational skills;
- Good judgement;
- Good knowledge of personal computers and office equipment;
- Initiative and resourcefulness;
- Accuracy;
- Tact;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor’s Degree in Planning, Liberal Arts, Business Administration, Economics or a related field and one (1) year of satisfactory fulltime paid experience in the above fields; OR

B. Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with a Associate’s Degree in Business Administration, Liberal Arts or related degree and three (3) years of satisfactory fulltime paid experience in a relevant field; OR

C. An equivalent combination of training, experience and education as defined by the limits of (a), and (b).

**SPECIAL NOTE:** A valid NYS Driver’s License is required at the time of appointment and for the duration of employment.

The terms of employment require the use of an employee’s vehicle for transportation.

**NOTE:** Position may require Saturday, Sunday, and holiday hours and/or work assignments during the day, evening and nights.