



Assistant Director of Community & Economic Development

JOB SUMMARY:

The director is responsible for the coordination and management of grants and/or projects awarded to the city. Monitor and assist departments in fulfilling compliance directives from the county, state, and federal government. Strategizes with personnel to develop goals and objectives which outline how funds are to be used and explains procedures that involve monitoring of funding, reporting, and re-application. Additional duties include increasing community engagement and economic development, tourism and visitor participation rates for Pahokee. Provide research and data for economic development and business retention. Research, develop and successful write grants for community and economic development. Work with the City Manager to formulate the yearly legislative agenda and request format for state allocations. Collaborate with the City's government lobbying firm, Palm Beach County to prepare applications for state and federal earmarks for key projects and grant applications.

ESSENTIAL TASKS:

1. Administer the process for funded programs and projects through development of contracts and bid language, oversee the commencement of infrastructure projects through contract settlement, engineering, design, and final approval.
2. Maintain a listing of state and federal grant opportunities for economic development initiatives.
3. Provide expertise and leadership in the grant application process coordinate efforts with City Departments.
4. Coordinate efforts to implement and administer grants if awarded, working with all applicable government agencies.
5. Review monthly progress of CDBG's, grants, and projects including assisting in submission of reports to funding agency.
6. Provide administrative oversight for community-wide base funding opportunities for residential improvement and city-wide beautification projects.
7. Create opportunities to promote tourism and increase visitation to the City of Pahokee
8. Engage public/private stakeholders to increase the community's social status as it refers to affordable housing initiatives, social status of residents, and investment in community revitalization strategies.
9. Provide demographics and data to other departments or entities to assist in the creation of a sustainability plan and three-year economic development models
10. Tracks the data of residents serviced from special funded initiatives and programs

EDUCATION, EDUCATION AND SKILLS:

Minimum Requirements:

- ❖ Masters Bachelor's degree required from an accredited college or university with a degree preference in Public Administration, Rural and Urban Development, Business Administration or related field. Or a Bachelor degree with 4-5 years' experience in successful attainment of state and federal grants.
- ❖ 2-3 years related experience in project management and development activities.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

- ❖ Denotes essential functions of the job. City of Pahokee promotes an equal employment opportunity work place which includes reasonable accommodation of otherwise qualified disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.

ACKNOWLEDGEMENT:

I acknowledge that I have read the job description and requirements for the Assistant Director of Community & Economic Development position and I certify that I possess the requisite qualifications and skills to perform these functions.

_____	_____	_____
Applicant Signature	Date	Witness

***This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified.