



# Town of Lake Hamilton

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## Position Announcement

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POSITION TITLE: Assistant to the Community Development Director

DATE OPENED: 01/05/18

DEPARTMENT: Community Development

WAGE: \$28,000

STATUS: Part-time

Applications accepted until position is filled. Employment application can be found on the town's website.

<http://townoflakehamilton.com/images/2017/employment%20application%20updated%2010.17%20fillable.pdf>

This is a highly responsible position assisting the Community Development Planner in the implementation of projects and programs that are contained in the comprehensive plan, the capital program and budget and various plans and opportunities initiated by private development interests and State and Federal grant and loan programs. This position will be involved to varying degrees in many facets of the organization including economic development, project management, planning, zoning, budgeting, and public relations. Work involves extensive contact with the development and business community, citizen groups, government officials, public and private agencies, advisory boards and Town staff. Work is reviewed through conferences, reports submitted and results obtained.

### ESSENTIAL JOB RESPONSIBILITIES

- Assist in the performance of a variety of program or project planning activities that impact municipal development including analyzing data and formulating and recommending plans and programs relevant to changing municipal conditions and needs.
  - Collect and compile information and develop plans for land use, community/economic development, growth management, urban design, transportation, housing, parking and other elements of the Comprehensive Plan.
  - Assist in capital project planning and the preparation of the annual budget, including the evaluation of funding requests by other agencies and organizations.
  - Prepare and submit capital project plans and assist the Administrator/Clerk with the preparation of the annual capital budget, including the evaluation of funding requests by Town departments.
  - Assist in the preparation, coordination, and evaluation of requests for proposals (RFPs) for consultants and projects.
  - Research and assist in the writing of grant proposals as required, and ensure adherence to grant agreements.
  - Provide project management and oversight of assigned projects, and coordination on projects assigned to other staff.
  - Ensure that programs, projects and plans are carried out in accordance with Town ordinances, applicable federal and state laws, and approved redevelopment and development plans.
  - Initiate and develop programs, projects and grant applications, as appropriate, to further the Town's objectives for the revitalization of blighted areas and the provision of affordable housing.
- Under the guidance of the Community Development Planner, meet with development professionals, Town staff, and the public regarding development activities, and act as an ombudsman for the Town.
- Coordinate and prepare information packets and newsletters and coordinate and attend meetings as required.

- Perform other related duties as assigned.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Bachelor's degree from an accredited college or university with a major in Urban Planning, Public Administration, Business Administration, Real Estate Development, or related field.
- Or a minimum of five years progressively responsible experience in urban planning, project management and successful implementation at the local government level, community and economic development, and/or real estate development.
  - Knowledge of laws, ordinances, regulations and statutes that govern urban planning functions.
  - Knowledge of principles, practices, methods and theories of planning, community redevelopment, and economic and/or current trends.
  - Knowledge and understanding of federal, state, and local regulations relative to development and redevelopment in Florida.
  - Excellent planning and organizational skills including the ability to manage projects through completion.
  - Experience in public sector budget preparation and capital projects planning.

## **PERSONAL ABILITIES**

- Strong communication skills both written and verbal.
- Ability to establish and maintain effective relationships with coworkers, elected officials, other agency staff and the public is necessary.
- Ability to resolve problems or situations with the exercise of good judgement.
- Ability to prepare clear and concise written reports and interpret policies.
- Desired computer skills: Excel, Word, PowerPoint, Publisher, Adobe, Social Media.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Tasks involve sitting for long periods of time, standing, walking, bending, crouching, reaching and performing other physical requirements commensurate with demands of the position. Manual dexterity to operate a variety of modern office equipment in performance of duties. Must have good vision (corrective lenses acceptable); must be able to hear (hearing aids acceptable); must be able to speak (express or exchange of information by means of spoken words). May occasionally lift and/or carry/move up to 25 pounds.
- Contact with internal and external customers, vendors, outside agencies and the general public.
- Will be required to work hours other than the regular schedule including nights, weekends, holidays, special events and during emergencies.

## **DISCLAIMER**

The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required and shall not be construed as a declaration of the specific duties and responsibilities required of employees assigned to this classification.

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