

# Market Range Detail - Community Development Coordinator

## Effective Date

October 6, 2010

## Market Range Title Description

Positions in this market range are responsible for coordinating community development and affordable housing projects under the use of federal funds from the U.S. Department of Housing and Urban Development (HUD) to include but not limited to, Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and Neighborhood Stabilization Program (NSP) funded projects. Primary duties include interpreting and applying HUD program rules and regulations, ensuring compliance with all federal, state, and local laws and regulations associated with HUD grants; conducting environmental reviews; preparing, negotiating, implementing and monitoring grant contracts; participating in pre-bid and pre-construction activities associated with HUD funded projects; developing and maintaining community partnerships; preparing and making presentations to citizen advisory committees, sub recipients and the general public; ensuring timely and efficient delivery of services through subcontracted municipalities and agencies focused on meeting the needs of low and moderate income Maricopa County residents.

Positions in this market range title report to the Community Development Supervisor.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$24.44	\$28.93	\$33.42

## Likely Minimum Qualifications

- Bachelor's degree in Finance, Business Administration, Public Administration or related field
- One to two years experience working with contract administration and community development and/or housing project implementation
- Experience specifically with CDBG or HOME programs is preferred
- Equivalent combinations of education and experience may substitute for minimum qualifications

## Working Titles

- Community Development Coordinator

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.