

City Of Dunedin, Florida
Class Description

Position Title: **Special Projects Coordinator**

General Description of Duties

Under general supervision, uses independent judgment to carry out various goals of the Community Redevelopment Agency (CRA) and the Economic and Housing Development Department. Overall goals include stimulating redevelopment both in Downtown and City wide, building the City's tax base, creating additional jobs, providing incentive grants, improving Dunedin's quality of life, fostering affordable housing, revitalizing designated commercial corridors, increasing tourism and business recruitment and retention. Position will entail assisting the Director of Economic and Housing Department with project management, technical research, event coordination, liaison with key groups such as Downtown Dunedin Merchants Association and Chamber of Commerce, along with other special projects such as downtown parking.

Position reports to the Director of Economic and Housing Development and work is often of a confidential nature. Work tasks and assignments can change quickly with new priorities which necessitates a flexible and adaptive response by staff. The position is permanent, part-time up to (29 hours per week) with corresponding benefits. Position entails some use of private vehicle with city reimbursing at IRS designated rate.

Specific Duties and Responsibilities

Examples of Essential Job Functions

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

Independently assists Department Director and other staff by performing a variety of administrative and project management duties, which include but are not limited to downtown enhancements, technical research, incentive grant facilitation and coordination of the Arts and Crafts festival, Downtown Market, Halloween event, Holiday Light Pole contest and others as directed.

Liaison to Downtown Merchants.

Coordinate various downtown enhancement projects such as streetscaping, parking improvements, directories, entrance ways, and other measures as directed.

Manage and coordinate Arts & Crafts events (4x a year), Downtown Market, Halloween event, Holiday Light Pole contest.

Maintain various contracts such as Arts & Crafts, Downtown Market, and various parking leases. Responsibility to include tracking and noting expiration dates, and coordinating with Administrative Assistance on payments.

Special Projects Coordinator, Economic & Housing Development Department

Coordinate and facilitate incentive grant programs (façade, site plan assistance, undergrounding and demolition).

Coordinate Branding/Licensing agreement requests.

Liaison to Mobile Home Park Committee

Coordinate downtown banner requests.

Performs technical research.

Community Redevelopment Advisory Committee support.

Attends Downtown Dunedin Merchant Association meetings.

Attend Community Redevelopment Advisory Committee meetings.

Attend appropriate special event production meetings.

Coordinates with Parks Department on facilitating downtown merchant surveys on road closures and distribution of marketing flyers for downtown activities.

Interacts with community groups, residents, business owners to ensure CRA projects and events are well communicated.

Obtains bids from vendors.

Responsible for coordinating repair of various downtown amenities such as benches, signs, entranceways, etc.

Assists with special projects as directed.

Performs duties in the absence of other department staff as needed.

Additional Job Functions

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs routine clerical duties, including copying and filing documents, running errands, etc.

Performs related duties as required.

Minimum Training and Experience

Requires a Bachelor's degree in business, urban planning, finance, construction management, marketing, or related field and/or have a minimum of 1 to 3 years' experience in the public/private sector in real estate development, planning, project coordination, economic development. An equivalent combination of education, training, and experience that provides the required knowledge, skills and abilities may be considered.

Special Projects Coordinator, Economic & Housing Development Department

Governmental experience and knowledge of intergovernmental operations and the redevelopment process is a plus.

Past experience in marketing is a plus.

The ability to develop and maintain effective relationships with external stakeholders and act as a bridge between the private and public sector is critical

Ability to interact with key stake holder groups such as the Merchant Association, Chamber of Commerce and business leaders is extremely important.

A demonstrated ability to work with a team comprised of multiple disciplines is important.

Special Requirements

Must possess a valid Florida driver's license.

Must be proficient in Microsoft Word, Excel, and Outlook.

Performance Aptitudes

Data Utilization: Requires the ability to coordinate, format, and/or correlate data.

Human Interaction: Requires the ability to interact with various organizations and business and property owners on information regarding projects and events.

Equipment- Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, calculator, copier, fax machine, and, telephone.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; may require ability to utilize principles of fractions and/or to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences.

ADA Compliance

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Tasks require visual and auditory perception and discrimination as well as oral communications ability.

Special Projects Coordinator, Economic & Housing Development Department

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

Performance Indicators

Knowledge of Work: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Special Projects Coordinator. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Have excellent secretarial, bookkeeping, coordination, computer and interpersonal skills. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Has knowledge of and skill in the use of modern office practices and equipment. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has knowledge of basic mathematics. **Is proficient with a calculator.** Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to maintain confidentiality as required. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Special Projects Coordinator, Economic & Housing Development Department

Relationships with Others: Shares knowledge and administrative task oversight with managers, supervisors and co-workers for mutual benefit. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image with department staff and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

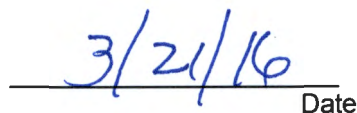
Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approved:



Director of Economic & Housing Development



Date