



Lincoln Trail ADD

Job Description

Community Development Team Leader

Pay Grade 20

STATUS	
Date: 18 January 2023	Department: Community & Economic Development
FLSA Status: Exempt	Reporting Authority: Deputy Director
Supervisory Responsibility: Community Development Specialists	

Position Overview:

The incumbent assists the deputy director in administration and section operations relating to the Community Development Team and is responsible for ensuring oversight of community development services and regional planning and development processes.

Duties & Responsibilities:

- Oversight of the Community Development Team and all services provided including Community Development Block Grants (CDBG), Hazard Mitigation Grants and Services, Water & Wastewater Services, Planning and Development Processes, etc.
- Develop and prepare Kentucky Community Development Block Grant program applications; including, meeting with interested communities to explain program requirements and application filing procedures; citizen participation requirements; environmental requirements; project planning and cost estimates; and, other required activities.
- Prepare grant and loan applications for funding from local, state and federal programs in the areas of housing, public facilities, enterprise and infrastructure development.
- Responsible for the preparation of water and wastewater plans and documents necessary to achieve the goals and objectives of the LTADD.
- Facilitate and assist with the development of the Lincoln Trail Hazard Mitigation Plan and Disaster Resiliency Plan. These processes include coordination of meetings, project implementation, data collection, and needs assessment.
- Responsible for the preparation and updating of local and regional documents, reports and plans as required by appropriate programs or the Section Director.
- Assist local governments and special districts with provisions and implementation of the Clean Water Act; and, serve as staff liaison the Kentucky NREPC.
- Provide technical assistance to local units of government and non-profit organizations, in relation to enterprise development and appropriate financing structures.
- Compile and disseminate socio-economic data for interested officials, agencies and organizations; and, undertakes research, data assimilation, etc., as directed.

- Attend Fiscal Court, City Council and other pertinent community development related meetings as needed.
- Performs other duties as assigned.

Education & Experience:

- Required: Bachelor's Degree from an accredited university in Public Administration, Urban & Regional Planning, Political Science, or related field and at least three (3) years related experience.
- Preferred: Master's Degree from an accredited university in Public Administration, Urban & Regional Planning, Political Science, or related field and at least one (1) year related experience.

General Qualifications:

- Must have proven computer literacy/skills and experience in computer aided drafting programs; and, knowledge of secondary data sources and uses.
- Ability to establish and maintain effective working relationships with LTADD Board members, City and County government officials, as well as other governmental officials.
- Must be a motivated self-starter; able to skillfully organize, plan and implement multiple projects and tasks.
- Must have good oral and written communication skills; and, have proven computer literacy/skills.
- Must display sound judgment, perform under stressful conditions, and make timely and accurate decisions.
- Must be able to establish and maintain effective working relationships with LTADD Staff, Board members, City and County government officials, as well as other governmental officials; including, the general public.
- Must be able to act as an ambassador for LTADD at functions; create concise, professional reports; and, be an effective public speaker.
- Must hold a valid Kentucky Driver's License.
- LTADD is a drug free work place and an EOE, AA, ADA, Title VI employer. This position may require skills testing and criminal background screening.

Work Site:

General office setting; however, flexibility for travel and mobility to attend meetings is a must. May require walking, flying or operating a vehicle. This position requires attendance of after hour meetings and occasional overnight travel with limited notice.

Workplace Hazards:

No known hazards exist in the workplace. Must operate a staff vehicle and general office equipment in the course of daily duties.