



**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
NEWPORT NEWS, VIRGINIA**

**POSITION VACANCY ANNOUNCEMENT
PVA #015-2022**

TO APPLY: Applications must be submitted to the Human Resources Office between the hours of 8:00 a.m. to 5:00 p.m., Newport News Redevelopment and Housing Authority, 227 27th St., Newport News, VA 23607. **ALL APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, SEX, COLOR, NATIONAL ORIGIN, HANDICAP OR AGE or any other category protected by law. THIS IS A SECTION 3 COVERED ACTIVITY.**

All positions require post-offer pre-employment drug testing. Applicants selected for hire will receive a conditional offer of employment and be referred for pre-employment drug testing.

Posted: 10/26/2022

Deadline: 11/16/2022

**Special Projects Coordinator
Community Development
Salary: \$ 38,468 per year
Status: Full-Time Regular Position**

GENERAL DEFINITION OF WORK:

Performs intermediate semiskilled and technical work planning, organizing, and coordinating redevelopment activities and projects including acquisition, and demolition activities, preparing and maintaining files and records, preparing reports, and related work as apparent initiated by Community Development or assigned. Work is performed under the moderate supervision of the Development Administrator.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

TYPICAL TASKS: (Examples Only)

- Completes all environmental reviews for property acquisitions, property rehabilitation, and demolition of structures;
- Maintains a log of all environmental reviews;
- Maintains property inventory; makes field inspections of inventory to ensure proper maintenance;
- Prepares lease agreements; processes payments for utilities and storm-water; Resolves issues with real estate taxes, storm water and liens;

Processes vendor invoices for payment;

- Prepares and coordinates the preparation and/or review of written materials on projects including maps, monthly progress reports, City quarterly activity reports, etc.;
- Operates programs within allocated amounts for property maintenance in redevelopment areas;
- Serves as a liaison between project teams, City departments, outside public agencies, and the community to promote and facilitate planning and execution of development projects;
- Submits paperwork to secure vacant properties and enforces no trespassing by inspecting abandoned properties;
- Obtains, prepares, reviews, and resolves issues pertaining to legal documents;
- Researches public records;
- Prepares reports and other types of correspondence; prepares and maintains files and records.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Federal and State laws dealing with redevelopment and community development; Knowledge of Federal Regulations relating to CDBG and environmental review activities; Thorough knowledge in the use of standard office equipment and associated software; thorough knowledge in preparing reports and other types of documents; ability to conduct independent research and prepare complex reports; ability to communicate and present ideas clearly and effectively orally and in writing; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Bachelor's degree with coursework in business administration, or related field and extensive experience managing redevelopment projects, or equivalent combination of education and experience.

WORKING CONDITIONS:

This work requires the frequent exertion of up to 10 pounds of force; work regularly requires standing, walking, sitting and using hands to finger, handle or feel, frequently requires speaking or hearing, reaching with hands and arms, lifting and repetitive motions and occasionally requires pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

SPECIAL REQUIREMENTS:

Commissioned as a Notary Public.

Obtain HUD Environmental Review certification within one year of hire.

Valid driver's license in the Commonwealth of Virginia.