



## City of Columbus Job Description

Department: **Redevelopment**  
Position Title: **Redevelopment Project Coordinator**  
Supervised by: **Director of Redevelopment**  
Supervises: **None**  
FLSA: **Non-exempt**  
Type of Position: **Part-time**  
Salary Range: **Minimum - \$22/hour Maximum - \$30/hour**

**General Summary:** Under the direction of the Director of Redevelopment, coordinates the Redevelopment Commission's implementation efforts of various public and private improvement projects. Responsible for project management and constituency-building activities with all major stakeholders and the general public. Consults with the Director in the professional development and organization of the Department, and serves as a community advocate for awareness of Redevelopment issues. May be required to lead or participate on special project teams, conduct studies of future Redevelopment/City projects, and serve as the Department liaison to one or more Redevelopment-related interest groups. This is a part-time position not to exceed 1,559 hours in the payroll calendar year and does not provide any benefits.

### Specific Duties of the Position:

- Assume project management responsibilities of the City of Columbus parking garage contracts, both current and future, including but not limited to changes and improvements.
- Assumes project management responsibilities of the tenant space owned by City of Columbus/Redevelopment Commission-owned, both current and future.
- Work collaboratively with federal, state, and local agencies to further the goals of the Office of Redevelopment.
- Work effectively with volunteer boards and community members as necessary and as it pertains to assigned projects.
- Coordinate and communicate economic development through "current redevelopment" activities with Redevelopment Director and Redevelopment Commission (special projects, community studies, etc.)
- Coordinate and prepare necessary public notices.
- Communicate redevelopment activities with the public, developers, interest groups, and others.
- Coordinate, prepare, and present reports and recommendations of study findings to various public boards and commissions.
- Serve as the back-up contact and coordinator for development activities.
- Routinely review development activities while looking for recruitment opportunities for the City.
- Assist the Director in updating the master schedule for Redevelopment activities.
- Assist the Director in developing strategies that leverage public investment and private development activities.
- Coordinate and organize the dissemination of information related to community businesses, events, and activities that support development.
- Identify and participate in periodic training and educational events designed to advance local understanding of redevelopment issues.
- Participate in special project teams and completion of special projects as assigned by the Director.
- Provide support, as needed, to the Director including maintenance of records, meeting legal deadlines, and properly administering and documenting complex, multi-step projects.
- Maintain the department website by keeping it up to date with different redevelopment projects and activities.
- Perform other duties as assigned.

**Education and Experience:** The ideal candidate will have a Bachelor's degree from an accredited college or university in public administration, business administration, finance, economics, marketing, public affairs, or another related concentration or major, or an equivalent combination of training, education, and experience. Three to five years of related work experience in redevelopment, planning, or project management is preferred, with demonstrated experience in diverse development activities and a working knowledge of local government operations. Ability to possess a valid driver's license in the State of Indiana and to be insurable as an employee that drives on City business. Must exercise good judgment in implementing the mission of the City and the Department. Excellent verbal and written communication skills are required.

**Relationships Responsibility:** Reports to the Director of Redevelopment. Must be able to effectively represent the City while coordinating redevelopment programs, and work effectively with consultants/contractors and City Council members as necessary.

**Working Conditions:** Office setting. Must be able to attend Redevelopment Commission meetings and evening City Council meetings as needed. May work overtime, as needed, for special projects and/or to meet deadlines (example: work 45 hours in a week to meet a deadline, and then work 16 hours the following week, after meeting a deadline). Work over 40 hours in a work period will be compensated with 1.5 (time and half) compensatory time. Weekly schedule will vary, based on mutual agreement between employee and the Director of Redevelopment.

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by this position and may be changed at any time.

*Note: This job description is intended to provide a general overview of typical general duties as well as the complexity of the work to be performed by this staff member. It is not intended as an exhaustive list of all duties, responsibilities, or specific tasks required of this person.*

*This position is also subject to the City's Drug and Alcohol Free Workplace Program which includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-work testing and follow-up testing.*

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