



DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

CITY OF SCRANTON OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT

Redevelopment/Blight Coordinator

GENERAL DESCRIPTION

The Redevelopment/Blight Coordinator supports the Executive Director and Deputy Director in the development and implementation of all OECD Federal and State-funded programs. The position works with the OECD Staff, Code Enforcement staff as well as the Law Department.

DUTIES AND RESPONSIBILITIES

- Blight/ Demolition
 - Including but not limited to understanding environmental reviews and title searches.
- Research and compile data relative to the support of new and existing community/ redevelopment programs.
- Assist in the monitoring and compiling of data for the preparation of the Department of Housing and Urban Development (HUD) reports
- Special Projects
- Data entry in IDIS system
- Open Gov system
- Neighborly System
- RFPs/ bidding
- Program compliance
- IDIS
- Purchase Orders
- Attend training
- Document Archiving
- Other duties as assigned

REQUIRED TRAINING, EXPERIENCE, KNOWLEDGE, SKILL, AND ABILITY:

- Public policy, planning, economics, community development and/or political science coursework.
- Familiar with Federal & State Economic Development and Housing programs
- Ability to accurately deal with difficult situations and to work in a Team environment.
- Excellent communication skills (written and oral).
- Proficient computer skills in Word, ADOBE, Excel, and PowerPoint.

The Redevelopment Specialist must attain residence in the City of Scranton within six (6) months from the date of their appointment, proven by deed, rent receipt, lease, and/or utility bills. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.