

CITY OF SCRANTON

OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT (OECD)

Title: Economic & Community Development Coordinator/Blight Specialist

(Construction, Redevelopment, and Economic Development)

Department: OECD

Supervisor: OECD Director / Executive Director

GENERAL DESCRIPTION

The Economic & Community Development Coordinator supports the OECD Executive Director and Deputy Director, as well as the Director of Code Enforcement in the development, implementation, and oversight of all OECD federal, state, and local economic development, community development, redevelopment, and housing programs.

The position works collaboratively with OECD staff, City Administration, City Council, Code Enforcement, the Law Department, community partners, governmental entities, and other stakeholders involved in community and economic development initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Development, Administration, and Compliance

- Assist with the preparation, submission, and monitoring of HUD reports, Annual Action Plans, Committee Work, and other required federal and state reports.
- Provide guidance and technical support to special projects.
- Ensure Program compliance.
- Perform data entry, tracking, and other required platforms.
- **Coordinates and works with the Shade Tree Commission to identify issues with trees, works collaboratively with DPW and Tree Service Vendor for emergency “City-owned trees,” and Works with residents who qualify for Low-income tree assistance by confirming income of residents to meet the threshold for removal of problem trees from their property.**
- Works with Executive Director of OECD; Director of Code Enforcement; and Solicitor to identify Housing Appeal Board (HAB) properties for monthly meetings. Schedule meetings to discuss properties and work with the law department assistant to schedule HAB meetings, create packets for Housing Appeals Board, ensure that the room is reserved, and advertise meetings in partnership with the law department assistant.

Construction, Redevelopment, and Blight Activities

- Assist with redevelopment, blight remediation, and demolition initiatives, including environmental reviews and title searches.
- Assist with special redevelopment and blight-related projects as assigned.

Procurement, Finance, and Documentation

- Assist with procurement activities including preparation, review, and oversight of RFPs, RFQs, bidding, and contract documents.
- Track resolutions, ordinances, contracts, and expenditures.
- Maintain accurate records, document archiving, and program files.

Public Engagement, Outreach, and Communication

- Participate in public meetings, presentations, and public speaking engagements related to OECD/Blight/Redevelopment programs.
- Assist with website content, program materials, and communications.
- Utilize OpenGov system for updates to Blight/Redevelopment and HAB properties

Professional Development

- Attend required trainings, workshops, and professional development sessions.
- Perform other duties as assigned.

REQUIRED TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

- Coursework in public policy, planning, economics, community development, political science, or a related field.
- College degree preferred.
- Familiarity with federal and state economic development, housing, redevelopment, and community development programs.
- Ability to accurately and professionally handle complex or difficult situations.
- Ability to work effectively in a team environment.
- Strong written and oral communication skills.
- Proficient computer skills including Microsoft Word, Excel, PowerPoint, and Adobe; familiarity with government systems preferred.