

# **Redevelopment Authority of the County of Berks**

## **Housing Coordinator**

### **POSITION SUMMARY:**

The Housing Coordinator is a mid-level planning position and requires a high level of self-direction and project management skills. The individual is responsible for the oversight of projects essential to the implementation of the housing portion of the County's Comprehensive Plan and the Imagine Berks Strategic Economic Development Action Plan.

### **POSITION RESPONSIBILITIES:**

#### ***Essential Functions***

- Collaborate with planning partners to address housing issues facing Berks County.
- Recommend policy and implementation strategies affecting land use related to housing.
- Analyze data and apply findings to interpret housing issues and develop appropriate planning policies and strategies.
- When requested, provide technical assistance on housing issues to client municipalities, planning partners, and the public.
- Research and analyze revitalization, redevelopment, and housing needs in Berks County.
- Assist in the development and implementation of housing and revitalization plans and studies.
- Review and analyze regulatory controls and how they impact housing, economic development and revitalization efforts.
- Coordinate with internal and external economic development and housing partners.
- Develop content and programs for housing planning sessions and forums.
- Attend and participate in professional conferences and seminars and review professional literature to remain up to date on current housing issues.
- Serve on in-house project teams, as needed.
- Perform other duties, tasks and special housing projects, as required.
- Assist with the preparation of municipal comprehensive plans, zoning ordinances, subdivision and land development ordinances, and special planning studies.
- Attend evening meetings as required.
- Provide assistance on map development, grant writing, data and information sharing.
- Pursue grant funding to create and implement new programs.

### **MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

- Master's degree from an accredited college or university in planning or a related field is preferred but not required.
- Knowledge of housing related issues including national trends and local impacts.
- A minimum of five to eight years of job-related experience.
- Ability to work collaboratively as a team member or project leader.

- Demonstrated ability and experience in collaborating with external planning partners.
- Self-directed with the ability to work independently on projects with minimal supervision.
- Strong project management skills and experience.
- Excellent writing and document preparation skills.
- Strong verbal and written communication skills.
- Projection of a positive professional image.
- Strong interpersonal, time management, and organizational skills.
- Understanding of data sources and application of statistical methodologies.
- Strong attention to detail.
- Experience working with local governments.
- Demonstrated customer service skills and experience.
- Ability to multi-task, prioritize, and carry projects to completion.
- Understanding of the Pennsylvania Municipalities Planning Code (Act 247) and local government structure in Pennsylvania.
- A valid driver's license is required.

#### **COMPUTER SKILLS:**

To perform this job successfully, an individual should have:

- Intermediate to advanced Microsoft Office skills, including Word, Excel, and PowerPoint.
- Intermediate to advanced Outlook skills (Email and Calendar)
- Intermediate to advanced Internet research skills
- Working knowledge of Adobe Creative Suite (Adobe InDesign, Photoshop, Illustrator, Bridge); Applied experience using Adobe Creative Suite or Arc GIS for project development and analysis is a plus.

#### **PHYSICAL DEMANDS:**

While performing the duties of this position, the employee is frequently required to sit, talk or hear. Occasionally, the employee will need to stand, walk, reach above shoulders, climb stairs, and drive to and from various locations. On rare occasions, the employee will need to bend at the waist or work bent at the waist, work with arms above shoulders, and carry or lift items.

The special vision requirements for this position are:

- Close vision (while working on computers and for map preparation).

**WORK ENVIRONMENT:**

- The noise level in the work environment is usually quiet.
- Will work inside at a desk 75% of the time.
- Will travel to agencies for meetings 5% of the time.
- Work will entail telephone and computer usage 50 to 70% of the time.
- Work will include field work and surveys 5% of the time.

**OTHER:**

- Ability to work extended hours, as necessary.
- This position requires a high degree of professionalism.

*This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.*

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**ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION**

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*Signature of Employee*

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*Date*