



City of Hamtramck
3401 Evaline
Hamtramck, Michigan 48212

Community & Economic Development Coordinator

An Equal Opportunity Employer

Job Description Summary:

Under the general direction of the City Manager, performs professional and administrative duties related to directing and organizing the Community and Economic Development Department, including planning, zoning, economic development, neighborhood preservation, redevelopment agency, federal grants and other duties as assigned. Works with businesses and residents in the City. Limited supervision is received from the City Manager or their designee.

Essential Job Duties.

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Functions as the Community/Economic Development Coordinator and oversees the day-to-day operations of the department; including zoning, planning, community and economic development activities.
- Serves as an at-will and reports to the City Manager, providing reports and oral presentations as required. Works with the Plan Commission, Zoning Board of Appeals to provide leadership, technical insight, and recommendations related to planning, zoning, signs, ordinances and the city master plan.
- Plans, coordinates and directs the implementation of the cities' business with elected and appointed officials. Develops, organizes and facilitates on-going comprehensive processes and procedures for current and long range needs to reach goals in the city general plan; ensures implementation and enforcement of planning and zoning ordinances.
- Directly undertakes moderate to difficult City planning and community/economic development work under limited supervision and direction, including tasks related to physical, social, contextual, and economic aspects of the City and its neighborhoods.
- Conducts research of regulations and best practices to make recommendations for revision of ordinances to address City needs and draft legislation to make such changes.
- Conducts reviews and makes recommendations along with the Building Official, as necessary, on proposed planning, development, and site plans for City permits.
- Provides leadership to a small group of professional and technical workers, when necessary.
- Meets with the public, developers and contractors; discussing planning, zoning and development issues; interprets information in City ordinances pertaining to the department.



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- Meets with businesses; develops and maintains a positive relationship with businesses; and maintains communications to resolve business needs. Works with local Chamber to provide support to existing businesses. Develops and nurtures professional working relationships with business owners and managers and encourages them to locate or expand their operations in the City. Communicates with the City Manager on the status of businesses in the City.
- Conducts public meetings and hearings as needed to solicit public response, provide explanation of policy and project options; educates the public through media, reports, public meetings and presentations.
- Assists with the coordination of the Community Development Block Grant program as needed and any other programs necessary for the economic development of the City, including but not limited to housing rehabilitation program; emergency home repair program, etc. Attends hearings, reviews budgets and coordinates with other County and Federal officials and agencies as needed.
- Serves as a representative on state and local committees related to Community and Economic Development functions.
- Tracks permits, as well as, projects within special districts, and Provides information to the public regarding development regulations.
- May conduct field surveys, evaluations, assessments and inspections.
- Performs other related duties as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

- Planning (AICP) and/or Economic Development (CED) certification is preferred.
- Working knowledge of Geographic Information Systems (ARC/Info) is highly desirable.
- Thorough knowledge of the principles and practices of local planning and development; planning, zoning, design and subdivision law, theory and applications; local government structure and operation, including budgetary procedures.
- Considerable knowledge of research methodology and statistics, modern management practices; financial management, banking and real estate practices.
- Skill in the translation of technical data, financial documents and accounting records into an easily understood format.



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- Skill in public relations; making presentations, writing reports and other communication practices.
- Skill in general office management and practices, interpersonal communication, employee supervision, motivation, and the ability to direct the work of others.
- Ability to establish and maintain effective working relationships with citizens, business owners, developers, financiers and other government agencies.

Education and Experience:

Bachelor's degree in Urban Planning, Urban Studies, Architecture, Community Development, Economic Development or a related field from an accredited college or university program and three (3) years of professional City, Regional or Urban experience in Economic Development.

A Master's degree in any of the above fields, and minimum of five (5) years' relevant experience is preferred.

This position WILL require attendance at evening meetings including presentations to City Boards, neighborhood groups and other agencies as necessary.

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.

Application Process: Email cover letter and resumes to HR@hamtramckcity.com.