



CITY OF SELMA

INTERNAL JOB POSTING

The following position is available with the City of Selma. Applications are available in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334) 874-2110 with any questions. Email your resume to: lrutledge@selma-al.gov.

**DEADLINE FOR TRANSFER REQUEST, APPLICATIONS AND RESUMES DUE TUESDAY, February 14, 2024
BY 4:30 P. M.**

Position	Preservation and Development Coordinator
Report to:	Planning and Development Director
Subordinate Staff:	NONE
Department:	Planning and Development
Location:	Selma City Hall 2 nd Floor
Status:	Regular, Full time
Schedule:	Monday – Friday - Evenings, Weekends
Rate of Pay:	\$13.35 – \$15:35 per hour

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

External Contacts: General Public; Chamber of Commerce; Regional Planning Agencies; Alabama Department of Economic and Community Affairs (ADECA); Alabama Historical Commission (AHC); National Park Service; National Historic Trust; Selma Historic Development Commission (SHDC); Selma-Dallas County Historic Preservation Society (SDCHPS); Neighborhood Organizations; Contractors; Vendors

Job Summary

Under the direction of the Director, the employee works to attract commerce and tourism for the City through the preservation and revitalization of existing structures and businesses. The employee establishes and maintains effective working relationships with governmental officials, associates, and the general public; coordinating activities with the Selma-Dallas County Historic Preservation Society. The employee works directly with the Selma Historic Development Commission in researching and preparing grants for revitalization projects. The employee interfaces and coordinates with other community

economic development leaders and local businesses. Work is usually performed in accordance with well-defined procedures. This job is identified as security sensitive and is subject to a pre-employment background check.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Selma Historic Development Commission (SHDC). Performs duties to support the activities of the commission and facilitating the procurement of grants.

1. Works with homeowners and contractors for the certificates of appropriateness (COA) applications; assists with proper specifications, materials, paints etc.
2. Prepares COA applications and works to expedite their processing.
3. Prepares information for the SHDC meetings including applications, survey information and photos; determines whether or not a COA is required; and determines whether the COA may be expedited.
4. Works closely with the Building Inspector on permits and violations of various properties.
5. Works with the Code Enforcement Officer on violations and information on property located in historic districts.
6. Generates and prepares the minutes of SHDC meetings.
7. Works as a Certified Local Government (CLG) representative.
8. Prepares the CLG Annual Report.
9. Responds to and provides assistance in person, by telephone or e-mail to all inquiries concerning Selma's historic districts.
10. Works with owners and residents regarding issues in historic districts.
11. Coordinates with the Selma-Dallas County Historic Preservation Society as needed regarding projects.
12. Work with Art's Revive and other community-based organizations.

ESSENTIAL FUNCTION: Preservation and Revitalization Programs. Performs duties to support preservation and revitalization activities; conducts market research; serves as liaison between business, industry, local, regional, state, and federal regulatory agencies; and works with City code enforcement activities.

1. Coordinates work and exhibits with the other city businesses
2. Updates the windshield tour guide as needed.
3. Coordinates and prepares training sessions for the SHDC.
4. Assists with the AHC Multi-Placement Grant.
5. Coordinates the ROOTS grant; works with Public Works on tree placement and replacement.
6. Coordinates with the AHC and SDCHPS to achieve the Alabama tax credit.
7. Assists people from other cities and states who request information on City banners and historic signs.
8. Addresses complaints and directs the complaint to the right person if

- necessary.
9. Processes complaints concerning working without a permit and property complaints.
 10. Coordinates activities and services with other agencies associated with preservation and revitalization projects.
 11. Maintains good relations between the City and the business community, with other business and industrial promotion agencies, and with the media and general public.

ESSENTIAL FUNCTION: Grant Research and Application. Conducts research for available grants to meet City preservation and revitalization funding requirements. Prepares grant applications for desired funding.

1. Prepares the Alabama Historical Commission Grant to update City Historic District Surveys; works to manage a grant for each district in the City.
2. Consults with the SHDC to determine funding needs.
3. Researches funding agencies and available funding from each.
4. Analyzes statistical data to determine possible grant opportunities.
5. Assists in obtaining engineering and other technical support for project grants.
6. Maintains files with demographic, financial, and narrative information for use in grant applications; updates information routinely.
7. Prepares grant application/proposal for City review.
8. Presents requests for proposals (RFPs) to City Council for approval to continue; puts grant requirements and specifications before Council to determine if funding will be accepted.

ESSENTIAL FUNCTION: Grant Administration and Management. Performs grant administration and tracking. Prepares reports and documentation in accordance with particular grant requirements.

1. Attends grant compliance workshop for detailed instructions on grant procedures, limitations, and guidelines.
2. Maintains budget and tracks expenditures of grant funds.
3. Tracks required hours and materials for each grant.
4. Generates and submits regular periodic reports to granting agency.
5. Files and submits appropriate documents for reimbursement of funds from the granting agency.
6. Completes yearly and close-out reports at the end of grant period.
7. Coordinates with City Finance to ensure proper financial reporting for open grants.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of the City geographical area.
3. Knowledge of historic preservation and revitalization activities.
4. Knowledge of the National Historic Preservation Act.
5. Knowledge of grant writing and administration.

6. Knowledge of business loans and processes.
7. Knowledge of economic development methods and techniques.
8. Knowledge of zoning laws and planning ordinances including their formation, process of adoption, and enforcement.
9. Knowledge of the legislative process.
10. Knowledge of community planning and development techniques and methods.
11. Knowledge of City government operations.
12. Knowledge of clerical and administrative duties to include filing and bookkeeping.
13. Knowledge of modern office management and operation.
14. Knowledge of safety rules including accident causation and prevention.
15. Communication skills to effectively communicate internally and externally, both orally and in writing, and to discuss issues with administration, staff, and officials of other organizations.
16. Writing skills to compose letters, correspondence, and other documents using good grammar, business English, spelling, punctuation, and structure.
17. Reading skills to understand and interpret rules, regulations, guidelines, etc. relating to procurement, contracts, and other grant requirements.
18. Math skills to calculate basic mathematical problems, i.e. ratios percentages, etc.
19. Skill in planning, analyzing, and coordinating activities and establishing priorities effectively to meet deadlines.
20. Ability to work effectively with local elected officials, federal/state agencies, engineers, lawyers, appraisers, as well as the general public in properly managing projects.
21. Ability to manage numerous, concurrent project elements and meet project deadlines.
22. Ability to prepare clear, concise, and accurate written and oral reports and communications and to organize and maintain records.
23. Ability to effectively present ideas, both orally and in writing.
24. Ability to comprehend, organize, and express relatively complex engineering and/or social data.
25. Ability to analyze project budgets.
26. Ability to assist local officials in resolving grievances, disputes, and problems associated with project activities.
27. Ability to maintain effective working relationships with people of varied social, cultural, and educational backgrounds.
28. Ability to think creatively and use good judgment.
29. Ability to read and understand maps.
30. Ability to handle and account for monies.
31. Ability to use computers and office productivity software.
32. Ability to use modern office methods and techniques.
33. Ability to use standard office equipment.
34. Ability to use multi-line telephones.

35. Ability to deal with all contacts in a courteous and patient manner.
36. Ability to work independently with little or no supervision.
37. Ability to handle stressful situations and use good judgment.
38. Ability to speak and deliver presentations in front of various sized groups.
39. Ability to conduct field work.
40. Ability to drive.

Minimum Qualifications

1. Possess a bachelor's degree in planning, business, communication, marketing, public administration or a related field from an accredited college or university.
2. Minimum of two (2) years of work experience in public or government organizations, working with the public or a related field; or any combination of education, training and experience that demonstrates the above listed knowledge, skills, and abilities commensurate with the requirements of this job.
3. Possess a current and valid driver's license; must be insurable.
4. Ability to work nonstandard hours.
5. Ability to travel out of town and locally.
6. Ability to pass a pre-employment background check.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.