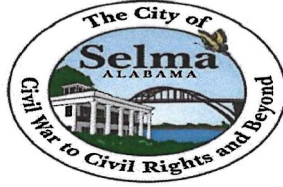


## Planning and Development Department



**CITY OF SELMA**  
**INTERNAL/ EXTERNAL 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 question. Email resume to: [lrutledge@selma-al.gov](mailto:lrutledge@selma-al.gov).

**DEADLINE FOR TRANSFER REQUEST, APPLICATIONS, AND RESUMES: WEDNESDAY, SEPTEMBER 4, 2024 AT 4:30 P.M.**

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.

**FRINGE BENEFITS INCLUDE INSURANCE, RETIREMENT, HOLIDAYS, PAID VACATIONS AND SICK LEAVE**

**Relationships**

**job Title:** Preservation and Development Coordinator (PDC)

**FLSA Status:** Exempt

**Department:** Planning and Development

**pay Range:** \$25,000.00- \$35,650.00

**Location:** City Hall

**Reports to** Director

**JOB SUMMARY**

Under the direction of the Planning and Development Director, the employee coordinates the city's involvement with all interests in historic preservation, economic development, revitalization, and beautification efforts. Coordinates the work of the Selma Historic Development Commission and acts as a contact for all related boards and commissions. Oversees historic ordinance enforcement, development assistance programs, and public projects to promote preservation, tourism, and education. Coordinates riverfront, neighborhood, and city-wide development with various city departments and external entities.

**DUTIES AND RESPONSIBILITIES**

**A. Historic Preservation (%)** - Coordinates work with Selma Historic Development Commission. Seeks programs and projects to promote preservation of important historic properties in the designated historic districts and other significant resources outside the districts. Develops an enforcement and fine system for historic ordinance violations. Works with city council, committees, building inspector, code enforcement officer, city attorney and the local press to ensure that the ordinances are enforced properly. Advises community in historic preservation activities to promote preservation education. Coordinates meeting of Selma Historic commission twice a month. Keeps informed of new federal and state laws concerning historic districts and clean city laws.

**B. Economic Development, Revitalization, and Beautification (%)** - Coordinates the city's economic development programs and community initiatives to achieve the goals and objectives outlined by the Economic Development and Comprehensive Plan. Provides assistance to the public in understanding department programs and coordinates with other departments and agencies as needed. Coordinates beautification, maintenance of the city's historic markers with other city departments. Coordinates parking problems downtown with proper departments, coordinates (i.e., Martin Luther King, Jr. Street).

**C. Records Management (%)** - Complies, prepares, and maintains information, studies, and reports on community and development programs, in order to respond to requests for information for economic development purposes. Assists in scheduling meetings, researching community needs, and investigating funds to meet identified needs. Maintains records of meetings with public, commissions, and advisory boards.

**D. Public Relations (%)** - Coordinates the city's involvement with annual and special community events such as Market Day, Voting Rights Bridge Crossing Jubilee, Battle of Selma, Tale Telling Festival, July 4<sup>th</sup> celebration, Christmas Parade, etc. Develops and maintains relationships at the inter-governmental agencies, Tourism Advisory Board, Historic Development Commission, Planning Commission, Board of Adjustments, and others as assigned by the Director.

## **JOB SPECIFICATIONS**

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**Knowledge Skills and Abilities** - Knowledge of principles and practices of historic preservation and revitalization. Knowledge of federal, state, and local laws pertaining to historic preservation. Knowledge of research techniques and report writing. Knowledge of principles and practices of marketing and advertisement. Knowledge of economic development practices and principles. Ability to develop policy and present ideas and recommendations to city agencies and the tourism advisory committee. Ability to perform research, write reports and make effective oral presentations. Ability to communicate effectively with customers, clients, or the public in person, in writing or using a telephone. Ability to produce written documents with clearly organized thoughts using proper sentence construction, spelling, punctuation, and grammar. Ability to comprehend and make inferences from written materials such as census data, surveys or governmental document reports. Computer proficiency in Word, Excel, PowerPoint, etc.

### **Credentials and Experience**

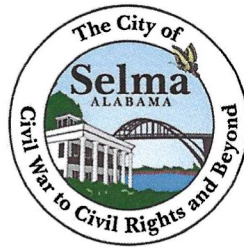
Bachelor's degree in business, public relations, economics, urban planning or other related field and three to five years of relevant experience. However, any combination of education and experience, which provides the qualifications listed, will be considered.

### **Other Characteristics**

Possess a valid driver's license. Ability to travel overnight to workshops, meetings and conferences. Ability to work nonstandard hours, including holidays and weekends.

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

***THE CITY OF SELMA IS AN EQUAL OPPORTUNITY EMPLOYER***



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**FRINGE BENEFITS INCLUDE INSURANCE, RETIREMENT, HOLIDAYS, PAID VACATIONS AND SICK LEAVE**

Relationships

Job Title: Project Compliance Officer  
Department: Planning and Development  
Pay: \$35,568.00 Annually  
Reports to: Director - Planning and Development  
Subordinate Staff: None  
Internal Contacts: All City Departments

External Contacts: General Public; Businesses; Industry; Financial Institutions; County Development; Development Authorities; Alabama Department of Economic and Community Affairs (ADECA); Equal Employment Opportunity Commission (EEOC); Consultants; Chamber of Commerce; Selma Historic Development Commission (SHDC); Selma-Dallas County Historic Preservation Society (SDCHPS); Engineering Firms; Contractors; Vendors; Attorneys

Job Summary

Under the supervision of the Director, Planning and Development, the employee performs a wide range of administrative and clerical functions associated with projects and labor compliance, bids, document production, and grants to ensure compliance of program regulations. The employee develops and prepares grants that meet strategic planning needs of the City; establishes and maintains grant files; conducts public hearings; prepares environmental assessments; and prepares reports to support efficient monitoring of grant programs. The employee schedules and attends pre-construction conferences, notifies vendors, opens and posts bid invitations, tabulates and issues bid awards to vendors. The employee enforces state law by reviewing and monitoring contracts prepared by contractors to ensure reporting requirements are met. Work is usually performed in accordance with well-defined procedures. This job is considered security-sensitive and is subject to 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: Grant Research and Application. Conducts research for available grants to meet City planning and development funding requirements. Prepares grant applications for desired funding.**

1. Consults with the various offices within the City to determine funding needs.
2. Conducts research on funding agencies and available funding from each.
3. Develops strategic plan to initiate grants in a timely manner.
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. Searches for Requests for Proposals (RFPs); determines if funding meets the Department's needs.
8. Prepares grant application/proposal for City review.
9. Develops proposed project and grant budgets.
10. Monitors grant application status.

11. Presents RFPs to City Council for approval; 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 grant requirements.**

1. Attends grant compliance workshop for detailed instructions on grant procedures, limitations, and guidelines.
2. Establishes grant/project files for approved and awarded grants.
3. Maintains budget and tracks expenditures of grant funds.
4. Tracks required hours and materials for each grant.
5. Generates and submits regular periodic reports to granting agency.
6. Files and submits appropriate documents for reimbursement of funds from the granting agency.
7. Assists with grant audits.
8. Meets with the office receiving funding on a regular basis.
9. Completes yearly and close-out reports at the end of grant period.
10. Coordinates with City Finance to ensure proper financial reporting for open grants.

**ESSENTIAL FUNCTION: General Office Operations. Performs duties to facilitate efficient operations of the department.**

1. Maintains files of correspondence, memos, grants and grant agreements.
2. Maintains files of environmental clearances to ensure proper legal notification has been made.
3. Maintains labor enforcement files of payroll from contractors.
4. Maintains civil rights files to ensure bids are submitted to the office of minority contractors.
5. Maintains files of contractor eligibility/debarred and license status.
6. Maintains a file of notice of contract award and pre-construction conference.
7. Prepares a quarterly report to ADECA of contractors and subcontractors.
8. Completes final wage compliance report and submits to ADECA.
9. Maintains business office records; receives, copies, and distributes documentation, specifically: correspondence, memoranda, logs, reports and related materials.

**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 policies, procedures, and work rules of the City.
4. Knowledge of concepts, principles, and methods of planning and development to include filing, record management and reporting.
5. Knowledge of planning and development methods and techniques.
6. Knowledge of grant writing and administration.
7. Knowledge of business loans and processes.
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 City government operations.
11. Knowledge of filing and bookkeeping.
12. Knowledge of modern office management and operation.
13. Knowledge of safety rules including accident causation and prevention.
14. 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.
15. Verbal skills to give directions, transmit information and communicate with co-workers.
16. Writing skills to compose letters, correspondence, and other documents using correct grammar, business English, spelling, punctuation, and structure.
17. Reading skills to understand and interpret rules, regulations, guidelines, etc. relating to proposal and grant writing requirements.
18. Math skills to calculate payroll hours and simple mathematical calculations.
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, and the general public in properly managing projects.
21. Ability to manage 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 maintain effective working relationships with people of varied social, cultural, and educational backgrounds.
27. Ability to think creatively and use good judgment.
28. Ability to plan and develop special events and projects.
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 minimal 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, marketing, public administration, community development or a related field from an accredited college or university.
2. Minimum of two (2) years of work experience in public or government organizations, community development planning dealing 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 is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

#### 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.

## **EQUAL OPPORTUNITY EMPLOYER**