



## CITY OF SELMA

### INTERNAL/EXTERNAL JOB POSTING

The following position is available with the City of Selma. Applications are available online and in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334) 876-1219 with any questions. Email your resume to: [lrutledge@selma-al.gov](mailto:lrutledge@selma-al.gov).

**DEADLINE FOR TRANSFER REQUEST, APPLICATIONS, AND RESUMES: ACCEPTED UNTIL JOB IS FILLED**

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

Job Title:	Administrative Coordinator – HUD LHRP & HHP Programs
Department:	Planning and Development
Pay:	\$30,000 – \$40,000 Annually
Reports to:	Director - Planning and Development
Subordinate Staff:	None
Internal Contacts:	All City Departments, Finance, Personnel, Procurement
External Contacts:	HUD, ADECA, Contractors, Consultants, Community Organizations, Residents

### Job Summary

Under the supervision of the Director of Planning & Development, the Administrative Coordinator provides critical administrative, clerical, and organizational support for the City of Selma's HUD-funded Lead Hazard Reduction Program (LHRP) and Healthy Homes Production (HHP) Program. The employee assists with program intake, recordkeeping, reporting, scheduling, and communications to ensure compliance with HUD requirements and smooth day-to-day operations. This position is considered security-sensitive and is subject to a pre-employment background check.

### Essential Functions

#### Program Support

- Serve as the first point of contact for residents applying to the LHRP and HHP programs.
- Assist applicants with completing forms, verifying documentation, and answering program-related questions.
- Maintain confidential case files, ensuring all required HUD forms and eligibility documents are complete.
- Track applications, inspections, rehabilitation progress, and program outcomes.

#### Administrative & Clerical

- Prepare correspondence, meeting minutes, memos, and reports for program staff and HUD submissions.
- Schedule inspections, contractor site visits, and resident meetings.
- Maintain calendars and coordinate program-related events and workshops.
- File and organize environmental reviews, risk assessments, clearance reports, and payroll compliance records.

- Monitor office supplies, invoices, and basic program expenses.

#### Compliance & Reporting

- Assist with reviewing contractor payrolls, Section 3 documentation, and Davis-Bacon reporting.
- Support quarterly and annual HUD and ADECA reports.
- Ensure program records are audit-ready and available for HUD monitoring visits.
- Help maintain accuracy of program data in HUD reporting systems (e.g., IDIS, HEROS, eGrants).

#### Community & Resident Engagement

- Assist with community outreach, workshops, and public information events related to lead hazard prevention and healthy housing.
- Provide administrative support for presentations, flyers, and educational materials.
- Respond to resident inquiries with courtesy and professionalism.

#### **Knowledge, Skills, and Abilities**

- Knowledge of administrative office practices, filing systems, and recordkeeping.
- Familiarity with HUD housing or public health programs preferred.
- Skill in data entry, spreadsheets, and word processing software (Microsoft Office Suite).
- Ability to manage multiple tasks and meet deadlines.
- Strong written and verbal communication skills.
- Ability to work effectively with diverse residents, staff, contractors, and partners.
- High attention to detail and organizational ability.

#### **Minimum Qualifications**

- Associate's degree in Business Administration, Office Management, Public Administration, or related field.
- At least one (1) year of administrative or clerical experience; experience with grants or housing programs preferred or a combination of education and experience.
- Valid driver's license and insurable driving record.
- Must pass a pre-employment background check.

#### **Physical Demands & Work Environment**

Work is performed primarily in an office environment, with occasional field visits to residential sites. The employee must be able to sit, type, and file records for extended periods, and travel locally as needed.

#### **EQUAL OPPORTUNITY EMPLOYER**