

[Print](#)[Close](#)[Email a Friend](#)[View Job Announcement](#)**PALM BEACH COUNTY****BOARD OF COUNTY COMMISSIONERS****ISSUED: 05/24/2021****CLOSES: Open*****Re-advertised***

Position: COMMUNITY DEVELOPMENT PROJECT COORDINATOR

Salary: \$56,305 Annually

Department: Housing and Economic Sustainability/Capital Improvements, Real Estate and Inspection Services

Hours: 8:00 A.M. to 5:00 P.M., Monday - Friday; may be required to work before, during and/or after a natural disaster.

Other: Valid Florida Driver's License and PBC Risk Management Department driving history approval prior to appointment.

Use the Job ID based on the Position Location as follows:

Location	Job ID
100 Australian Avenue, WPB	17299

Performs technical and administrative work coordinating the implementation of state, federal and grant-funded capital improvement, community development and housing programs/projects funded by the Department. Responsible for working directly with program clients and beneficiaries. Duties include review, approval and coordination of development project plans, specifications and bid documents to ensure compliance. Monitors implementation of individual projects to ensure all necessary components are executed properly; provides technical assistance to clients and beneficiaries. Work is performed with independence on routine matters within the scope of established policies and procedures. Direction concerning unusual or difficult problems in relation to project planning and implementation is received from the Manager of Capital Improvements, Real Estate and Inspection Services, who also supervises this employee. Work is reviewed through conferences, reports and meetings.

QUALIFICATIONS:

Bachelor's Degree in Construction, Architecture, Engineering or related field; minimum of two (2) years of experience with federal/state/grant-funded construction project management, housing/community redevelopment programs,

rehabilitation/ capital improvement projects, housing/building codes or real estate lending. **Equivalencies:** Unrelated Bachelor's Degree and three (3) years of related experience **OR** graduation from high school or an equivalent recognized certification and six (6) years of related experience.

PREFERENCE FOR EXPERIENCE: Managing federal/state/grant-funded programs and grant administration; performing federal/state-funded housing project financial/cost analyses; interpreting construction contracts/plans/specifications for federal/state/grant-funded capital improvement, community development and multi-family housing projects; enforcing the *Davis-Bacon Act* and related acts including review of certified payrolls. Also desirable: FL licensed General Contractor or Building Contractor; related advanced degree.

NOTE: It is not necessary to submit another application for this position if you applied 2/1/21 -4/30/21.

All employees of Palm Beach County may be required to work before, during and/or after a natural or man-made disaster or hurricane.

In accordance with Affirmative Action requirements of Sec. 503 of the Rehabilitation Act of 1973, as amended, and provisions of the Americans with Disabilities Act of 1990, the County provides reasonable accommodation. If you need a reasonable accommodation for interviewing or initial employment, please notify the Palm Beach County BCC Human Resources Department. EO/AA Employer M/F/D/V; (DFWP)