

Neighborhood Coordinator (Open Positions: 1)

Location: Richland County Administration Building, Columbia, SC 29204

Department: Neighborhood Redevelopment

Division: Community Planning and Development

Job Status: Full-Time

Shift: 8:30 AM - 5:00 PM

Days Worked: Mon., Tue., Wed., Thu., Fri.

Rate of Pay: \$16.81/hourly -

Status: Open Until Filled

Job Description

The purpose of the class is to provide professional planning and community support as well as responsible administrative and clerical support to ensure effective and efficient office operations in the Neighborhood Improvement Program; to assist with routine bookkeeping tasks; and to perform related to the development and implementation of the County's Neighborhood Improvement Program, including aiding in preparation of Neighborhood Master Plans, administration of neighborhood matching grants and neighborhood workshops and leadership trainings. Reports to Planning Services Manager and supports executive level duties involving confidentiality and sensitivity. Performs a wide variety of complicated tasks and related work as required. Responsibilities include research and analysis, monitoring department budget, handling department specific tasks and related work as required. The class works within a general outline of work to be performed, and develops work methods and sequences under general supervision.

Must have well-developed interpersonal communications skills and positive customer-service attitude. Must be competent in the use of a personal computer, printer, telephone, fax machine, copier, calculator and architectural/engineering scale. spreadsheet, database and geographic information systems applications. Must be able to understand interpret surveying, civil engineering, architectural, landscaping and construction drawings, plans and documents. Must be able to understand and interpret road maps, tax maps, zoning maps, topographic maps, flood maps, aerial photography and satellite imagery as well as other spatial information. Must keep complete, accurate and current records. This position requires an Associates' degree in a related field. Must possess a valid state driver's license. Requires two years of relevant experience.