

**BOARD OF PUBLIC WORKS AND SAFETY  
Agenda Request Form**

(Form B-01-2012)

*Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.*

<b>Date Submitted:</b>	10-29-19	<b>Meeting Date:</b>	11-4-19
<b>Contact Information:</b>			
<b>Requested by:</b>	Krista Linke		
<b>On Behalf of Organization or Individual:</b> Community Development			
<b>Telephone:</b>	317-736-3631		
<b>Email address:</b>	<a href="mailto:klinke@franklin.in.gov">klinke@franklin.in.gov</a>		
<b>Mailing Address:</b>	70 E. Monroe Street		
<b>Describe Request:</b>			
Approval of revised Community Development Specialist Job Description			
<b>List Supporting Documentation Provided:</b>			
Revised Job Description			
<b>Who will present the request?</b>			
<b>Name:</b>	Krista Linke	<b>Telephone:</b>	317-736-3631

*In order for an individual and/or agency to be considered for new business on the Board of Works agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 4:00 p.m. on the Wednesday before the meeting.*

## **Community Development Specialist**

### **Job Description Salaried Non-Exempt**

#### **Job Objectives:**

The Community Development Specialist is responsible for facilitating the vision of the City of Franklin Comprehensive Plan and the Redevelopment Commission's Strategic Plan. The Community Development Specialist is responsible for managing housing repair programs and initiatives. The Community Development Specialist provides redevelopment, economic development, and community development services to the public and the department.

#### **Primary Job Functions:**

- Collaborates with necessary parties including Johnson County, Franklin Development Corporation, Franklin Heritage Inc., and Habitat for Humanity to acquire blighted/abandoned/tax delinquent properties, salvage usable content, and return them to the tax rolls in improved condition.
- Writes and administers grants for housing and community improvement programs.
- Facilitates housing development in the downtown area.
- Continues education and tracks regional and national trends regarding housing and vacant/abandoned properties. Advises/informs the Mayor, City Council, Board of Works, Redevelopment Commission, and the Franklin Development Corporation on these issues.
- Attends neighborhood meetings and educates City residents about available programs.
- Responsible for accomplishing department objectives and goals within guidelines established by the Mayor, City Council, Economic Development and Redevelopment Commissions. Updates and maintains the City related webpages regarding these goals and initiatives in order to provide information to the general public.
- Completes and reports annual tax abatement compliance to the Economic Development Commission and presents EDC recommendations to Common Council.
- Assists implementing and monitoring long-term plans, goals, and objectives focused on achieving the City's mission and priorities as established through community input and collaboration.
- Coordinates with related departments and community groups to identify partnerships and grant needs. Prepares grant applications for special projects as needed and performs grant management throughout the life of the grant.
- Assists with the facilitation and implementation of incentive programs for residential, commercial and industrial retention, redevelopment and expansion.
- Assists with the preparation of the department annual report.

- Coordinates with community groups to implement neighborhood clean-ups and community pride programs.
- Serves as liaison and resource to the general public, neighborhood groups, and not for profit committees whose missions include redevelopment, community, and/or economic development.
- Assists managing Redevelopment Commission owned properties.
- Collaborates with Habitat for Humanity, Franklin Heritage Inc., the Franklin Development Corporation, and other not-for-profit entities to encourage donation of unsafe, vacant properties.
- Prepares Franklin Development Corporation annual report to promote transparency regarding RDC funding.
- Creates and manages Franklin Development Corporation website to promote successes and available programs to the community.
- Manages Franklin Development Corporation Residential Revolving Loan/Grant Program, Tax Certificate Property Program, and Blighted and Abandoned Property Program.
- Assists Franklin Development Corporation Communications Committee and prepares presentations for community events to increase program awareness.
- Advises and assists Franklin Development Corporation Loan and Grant Committee.
- Advises and assists with the downtown Cultural District Designation and Long Range Plan. Assists with the ongoing efforts of the management committee for the Cultural District.
- Serves on Franklin Heritage Inc. FHI Committee to collaborate on historic preservation and beautification awards and assist in community outreach and education.
- Serves on Discover Downtown Franklin Economic Vitality Committee, which tracks available downtown buildings, updates businesses regarding road construction and events, informs building owners about available programming, and welcomes new businesses to town.
- Serves on Discover Downtown Franklin Design Review Committee, which reviews Franklin Development Corporation projects to assure they comply with the City of Franklin Architectural Design Guidelines.
- Assists managing Franklin Development Corporation owned properties.
- Manages the banner display program and coordinates with the Board of Works and Street Department for approvals in installation.
- Performs other duties as assigned.

**Equipment Knowledge:**

- Incumbent must have the ability to operate a variety of office machines such as a telephone, calculator, fax machine, recorder, computer, printer, and copy machine.
- Incumbent must have the ability to operate Department vehicle.
- Incumbent must have the ability to use field and office-measuring tools.
- Incumbent must have the ability to use electronic devices such as cellular phones.

**Critical Skills/Expertise:**

- Knowledge of:
  - Theory, principles, practices and techniques of community development, planning, economic development, and related community development services;
  - Applicable federal, state and local laws, codes and regulations and the purpose and application of local ordinances and state statutes as related to the job functions;
  - Principles and practices of public administration, including budgeting, purchasing and the maintenance of public records;
  - Grant writing and administration;
  - Organization and functions of elected officials and appointed boards and commissions;
  - Local government structure in general;
  - Indiana Open Door Law and other laws and regulations governing the conduct of public meetings;
- The incumbent is responsible for effectively communicating, both in writing and verbally to assist the Department and the public.
- Ability to utilize a variety of computer software programs.
- Knowledge of Community Planning and the planning process as it relates to the development of planning documents.
- Ability to apply a variety of complex sets of data and Community Planning theories in the performance of job duties.
- Must have the ability to develop demographic profiles, citizen surveys, strategic planning, and read department maps accurately.

**Educational Requirements:**

The Community Development Specialist should possess at least a bachelor's degree in Community Planning, Geography, Public Policy or other related field. Relevant experience may be substituted for minimum education requirements. A minimum 3 – 5 years community development and/or housing experience is preferred. A valid driver's license is required.

**Reporting Responsibility:**

The incumbent reports directly to the Director of Community Development. Regular work hours are 8:00 a.m. to 4:30 p.m. Monday through Friday with some fluctuation as required. Regular and dependable attendance is required.

**Physical Requirements:**

Incumbent is expected to work in a position, which has been identified as light. However, will be required to climb, crawl, and enter spaces in which physical exertion may be required.

**Job Location:**

The incumbent is expected to work in a safe manner consistent with office and construction site environments.

**Acknowledgement**

I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

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Employee Signature:

Date:

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Employee's Supervisor Signature:

Date: