

# REDFORD TOWNSHIP EMPLOYEES' CIVIL SERVICE COMMISSION

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**COMMISSIONERS**  
Duane Gregg, Chair  
Randall Harrison  
Rosetta Howard

**HR DIRECTOR**  
Derrick L. Washington

## COMMUNITY IMPROVEMENT ADMINSTRATOR

The Charter Township of Redford Employees' Civil Service Commission is accepting applications for the full-time position of **COMMUNITY IMPROVEMENT ADMINSTRATOR**.

**SALARY:** Starting at \$20.27 with increases annually up to \$26.06 hourly, plus excellent partial paid benefits including health insurance, defined pension, paid vacation, paid sick leave and 13 paid holidays.

**AMONG THE REQUIREMENTS:** Graduation from high school or possess a G.E.D. Certificate. Must have Bachelor's degree in one of the following; business or public administration, urban planning, architecture or a closely related field or must have three years' experience in the construction field with responsibilities to review, interpret and apply building and inspection codes, review and submit loan and grant applications. Previous U.S Department of Housing and Urban Development (HUD) regulations and programs paid experience preferred.

Possess and maintain a valid driver's license with five or fewer points if required by the department.

**NOTE:** Copies of documents that demonstrate your qualifications such as your contractor, journeyman or engineer's license, **AND** your diploma or G.E.D. must be presented at time of interview.

Only fully completed applications will be considered. Resumes will **NOT** be accepted. Apply in person from 9:00 AM to 4:00 PM or you may download our application from our website at <https://form.jotform.com/210665602638052> . Return completed applications to:

REDFORD TOWNSHIP PERSONNEL DEPARTMENT  
15145 BEECH DALY ROAD  
REDFORD MI 48239  
(313) 387-2760

Or via email to [personnel@redfordtwp.com](mailto:personnel@redfordtwp.com)

CLOSING DATE FOR FILING: UNTIL FILLED

**THE CHARTER TOWNSHIP OF REDFORD IS AN EQUAL EMPLOYMENT  
OPPORTUNITY EMPLOYER**

Redford Township Employees'  
Civil Service Commission

**COMMUNITY IMPROVEMENT ADMINISTRATOR**

**DEPARTMENT:** Community Development

**REPORTS TO:** Community Development Director

**Purpose:**

Assists in the management of the community development block grant programs as it relates to; program development, housing and environmental studies, capital improvement, public services and economic development.

**Essential Functions:** Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to the following duties, responsibilities, tasks, knowledge, skills and other characteristics. This list of Duties and Responsibilities is **ILLUSTRATIVE ONLY**, and is not intended to be considered a comprehensive listing of all functions and tasks performed by positions in this class.

**Example Duties/Responsibilities:**

Assists homeowners in gathering, preparing and submitting loan and grant applications; explains program, requirements, restrictions and limitations to homeowners; prepares and presents synopsis of application for Rehabilitation Review Board; reviews and prepares final housing paperwork; prepares and writes construction specifications; oversees project bidding; inspects and evaluates housing rehab projects; assists with mortgage applications, financing, notes and disclosures.

Prepares financial records for rehab program; gathers, reviews, analyzes and submits statistical data and reports; provides assistance and direction on miscellaneous capital improvement projects for the Community Development Department; tracks and identifies delinquent accounts; drafts and sends delinquency account letters to homeowners; maintains records and files.

Coordinate community development capital improvement planning and housing inspections activities.

Acts as liaison within the business community in connection with capital improvements and economic development activities.

Coordinates construction projects (e.g. street paving and sidewalk activities) with property owners.

Performs community information and public relation duties for the community development program, such as research of informational material, publications, press releases, photography of before and after rehabilitation, renovated businesses, community development improvements and related activities.

## **COMMUNITY IMPROVEMENT ADMINISTRATOR** (continued)

### **Knowledge/Skills:**

- ❑ Familiarity with construction principles, practices and specifications;
- ❑ Familiarity with the construction field and/or home improvement/rehabilitation;
- ❑ Familiarity with report writing, record keeping, bookkeeping and file maintenance;
- ❑ Familiarity with computer operation and software capable of supporting report writing, record keeping, bookkeeping and file maintenance needs.

### **Minimum Qualifications:**

1. Must have Bachelor's degree in one of the following; business or public administration, urban planning, architecture or a closely related field. Or,
2. Must have three years' experience in the construction field with responsibilities to review, interpret and apply building and inspection codes, review and submit loan and grant applications.
3. Previous U.S Department of Housing and Urban Development (HUD) regulations and programs paid experience preferred.

Possess and maintain a valid driver's license with five or fewer points if required by the department.

### **Additional Information/Requirements:**

Ability to plan and organize work without direct supervision.

Ability to supervise others.

Ability to maintain records and prepare technical reports.

Ability to exercise judgment in connection with the more complex problems arising from the work.

Ability to communicate with the public.

Ability to gather and assemble and disseminate information for public speaking and public relations.

Proficient in the use of the Township's current word processing and spread sheet software.