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Description

Job Title	Revitalization Specialist I
Location	Henrico, VA, US
Organization Name	County of Henrico Community Revitalization
About Us	

Henrico County, a progressive employer of choice, provides job seekers with the promise of fair and competitive compensation; a close-knit atmosphere with low employee turnover; and a benefits package that helps secure financial stability.

Established in 1611, Henrico County has deep historical roots. Henrico County borders the City of Richmond to the west, north and east and constitutes approximately a third of the Richmond metropolitan areas. Henrico County is among the top-rated counties in the nation and was one of the first localities to adopt the County Manager Form of Government. Citizens of Henrico County are represented by an elected Board of Supervisors representing five magisterial districts.

Henrico County General Government currently has more than 30 agencies. Department Heads are appointed by the County Manager, with the exception of the elected constitutional officers. Henrico County is an equal opportunity employer and, when you join us, you will be surrounded by fellow associates who come from all walks of life, all types of cultural backgrounds and all ages.

General Statement of Duties

Utilizes external data sources & field surveys to collect, enter, maintain and analyze various types of complex community data to accurately determine the needs, interests & satisfaction of various stakeholder groups, identify actionable trends, and prepare findings as the basis for programmatic recommendations, reports, informational materials, etc.; implements or assists with implementing approved recommendations; represents the County and the Department through public presentations and interactions, determining community needs, providing program outreach, & obtaining community feedback; recommends the use of grant funds and implements programs as part of community revitalization efforts assisting community members and businesses; serves as a primary liaison for collaborations with existing local neighborhoods, community groups and non-profit partners; resolves basic and routine citizen issues and complaints independently; assists with special projects; and performs other duties as assigned.

Closing: This position closes on Tuesday, September 03, 2024.

Essential Duties

This is the first level in an approved career development series. Proficiently performs all the duties of Revitalization Specialist plus: Reviews applications for community assistance or grant funding for completeness and accuracy, and recommends approval/denial, coordinates assigned projects, coordinates Volunteer Programs, and logistics, identifies need for changes to improve existing programs/processes and makes recommendations for necessary approvals, implements approved changes; Develops presentations & other materials for meetings, sponsored events, town halls, public hearings, and gives presentations; Identifies grant opportunities, shares grant information with other Revitalization Specialists, assists with grant application development & submissions, manages less complex awarded grants as assigned; Develops and maintains a sound awareness and understanding of internal and external stakeholders' goals and objectives and programmatic needs and recognizes political sensitivities and implications, evaluates programs' effectiveness in meeting stakeholders' needs, makes viable recommendations to improve programs' impact; May be responsible for managing multiple projects and programs, coordinating with internal and external agencies, managing budgets and schedules for assigned programs, and developing and undertaking outreach activities for assigned programs; Performs other duties as assigned.

Minimum Qualifications

Four (4) year degree in a relevant field, relevant master's level degree preferred; Two (2) years of relevant experience with community development or related programs and activities; OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

Additional Information

Position requires knowledge of community revitalization programs, real estate development process and the financing of real estate deals, land use, housing, zoning and planning. In addition, the position will:

- provides administrative oversight of the County's Affordable Housing Trust Fund (AHTF).
- be responsible for development of affordable housing strategies, related housing policies and programs, propose funding recommendations and identify partnerships to strengthen affordable housing opportunities in Henrico County.
- work closely with the AHTF administrator who is responsible for the creation of AHTF policies and procedures, evaluating development proposals and approving development proposals.
- coordinate with various departments within the County to inform them of properties and developments that are eligible for utility connection, permit and planning fee waivers.
- use GIS for mapping and data analysis.
- establish and maintain effective and professional working relationships with community partners; and excellent written and verbal communication skills.
- interpret, and administer programs consistent with regulatory requirements; and working knowledge of the real estate development process.
- prepares monthly, quarterly and annual reports related to AHTF outcomes, conduct financial analyses, and make policy recommendations.
- perform liaison activities with developers, builders, non-profits, other County departments in connection with the County housing initiatives.

This position is part of an approved career development plan and may be filled at any level (I, II or III) based on the successful candidate's qualifications. Classification level and salary will be based on the successful candidate's qualifications.

Expected hiring range: \$60,413 - \$76,373.

Required by all:

Valid driver's license and ability to perform assigned duties at various locations. May be required to occasionally work a flexible schedule.

A criminal history record check and fingerprinting is conducted on all persons conditionally offered employment, including a conditional offer of initial employment, or a conditional offer to promote, demote, or laterally transfer an employee.

Excellent customer service skills are essential for this position.

Keywords: Real Estate Finance, Planning, Urban Planner, Planner, County Planner, Community Development Planner, Program Manager

How To Apply

You apply for positions with Henrico County general government through our on-line applicant system, which is available 24-hours a day, 7-days a week with an Internet connection. Please access our job site portal though <https://henrico.us/services/jobs> or click on the Jobs link in the upper right hand corner of our main County page at <https://henrico.us>.

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Minimum Salary 55005.67
Maximum Salary 134057.95
Currency USD
Main Organization General Government
[General Government](#)
Employment Status Permanent Fulltime
[Permanent Full-time](#)
Amount of Travel
Work At Home

Documents

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