

# CITY OF BARBERTON

An Equal Opportunity Employer

## Employment Opportunity/Community Development Administrator

The City of Barberton is accepting resumes for a Community Development Administrator. The Community Development Administrator serves under the direction of the Planning & Community Development Director and is fundamental in carrying-out the City's vision and in advancing the goals of the department and administration. The primary function of the Community Development Administrator is to manage the City's yearly allocation through the Community Development Block Grant (CDBG) program, as a direct entitlement community. However, the position is intertwined in all aspects of the Planning & Community Development Department. In addition to managing the yearly CDBG allocation, the position will help lead progressive planning projects, especially those that involve the use of our CDBG allocation. Our legacy community has an immense history with 16 identified city neighborhoods, a historic downtown, and connection to the canal-era towpath trail from which to build, not to mention our location on a 12-acre natural kettle lake, Lake Anna. Duties include completing grant applications, preparing CDBG reports and documents, producing maps, monitoring programs and researching and developing other planning concepts. Starting salary: \$44,195.26.

Minimum Qualifications: Associates or bachelor's degree in Public Administration, Urban Studies, Urban Planning, and Business or other related discipline preferred, plus two years of government finance/budgeting experience. A combination of training and experience working with grant funding will be considered. Must possess and maintain a valid Ohio Driver's License and must be insurable under the City's insurance policy.

The Public Notice and job description can be found on the City's website: [www.cityofbarberton.com](http://www.cityofbarberton.com) within the Human Resources and Civil Service tab.

**Cover letters and resumes must be received by Friday, February 5, 2021 and may be emailed to [jiceman@cityofbarberton.com](mailto:jiceman@cityofbarberton.com) or via US Mail to:**

City of Barberton  
Attn: HR Coordinator, Jaime Iceman  
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