

PUBLIC NOTICE

CITY OF BARBERTON, OHIO AN EQUAL OPPORTUNITY EMPLOYER

PLEASE READ THIS NOTICE CAREFULLY PRIOR TO FORWARDING RESUME

Position	Community Development Administrator
Summary	The Community Development Administrator manages the City's Community Development Block Grant (CDBG) and other grant programs. Duties include completing all reports and documents, maintaining files, monitoring programs and preparing planning documents. Starting salary: \$44,195.26.
Classification	Classified, Non-Bargaining, Exempt Pay Grade 5 Full-time
Benefits	Medical, dental, vision and life insurance, vacation, sick leave, and pension

QUALIFICATIONS:

Associate or bachelor's degree in Public Administration, Urban Studies, General Business or other related discipline is preferred, plus two years government planning experience. Grant administration experience is preferred. Must be proficient in Microsoft Office software or similar software products. (Excel, Word, PowerPoint, Calendar, etc.). Must possess and maintain a valid Ohio Driver's License and remain insurable under the City's insurance policy.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of:	Urban planning, city planning and land-use principles and practices; public administration; HUD and CDBG rules and regulations; environmental regulations; other federal regulations as they relate to all grant programs.
Skill In:	Planning; budgeting; operating personal computer; computer mapping; Microsoft Office software or similar software products (Excel, Word, PowerPoint, Calendar, etc.); technical writing, conducting public meetings and speaking.
Ability to:	Collect, analyze and interpret data and regulations; ability to research and seek out grant opportunities; create and implement programs and projects; understand GIS mapping systems; communicate effectively; prepare and maintain accurate documentation; develop and maintain working relationships with co-workers, supervisors, other professionals and the general public.
Residency:	Must be employable within the United States.

EXAMINATION INTERVIEW

Only those applicants who meet the Minimum Qualifications as outlined in this Notice will be interviewed for the position of Community Development Administrator.

Interview questions will be scored based on a 1-5 Scale; one (1) being the lowest and five (5) being the highest rating.

Once all interviews are conducted and scored, a list will be assembled in rank order of all candidates from highest to lowest overall score. This list will be presented to the Civil Service Commission for approval and certification.

Candidates will receive notification of Rank Order electronically and regular US Mail.

1. Extra Credit

An applicant must receive a passing score of seventy percent (70%) prior to any extra credit added to the applicant's score. Maximum percentage of Extra Credit allowed is twenty-five percent (25%). Extra Credit is only applicable to entrance examinations.

A. Military Service.

An Applicant who has completed service in the Uniform Services, who has been honorably discharged from the Uniform Services or transferred to the Reserve with evidence of satisfactory service, and who is a resident of this state and any member of a reserve component of the armed forces of the United States, including the Ohio National Guard, who has completed more than one hundred eighty (180) days of active duty service pursuant to an Executive Order of the President of the United States or an act of Congress may file a Certificate of Service or honorable discharge shall receive a credit of twenty percent (20%) of the person's total grade. A person who receives an additional credit under this section shall not receive an additional credit pursuant to Civil Service Rules.

B. Reserve Component of the Armed Forces of the United States.

An applicant in good standing of a reserve component of the armed forces of the United States, including the Ohio National Guard, who successfully completes the initial entry-level training, shall receive a credit of fifteen percent (15%) of the person's total grade given in the examination in which the person receives a passing grade.

C. Residency

When proper proof of acceptable and satisfactory residency in the City of Barberton is presented to the Commission, such applicant being otherwise eligible, shall be granted five percent (5%) of such grade.

Proper proof of acceptable and satisfactory residency is established only by notarized affidavit (sworn statement) declaring residency during the twelve (12) month period prior to the date of Notice of Examination. Residency Forms/Affidavits shall be provided in the application packet. Credit for residency will only be given to applicants returning a completed and notarized Residency Form/Affidavit.

A licensed Notary Public shall be available to notarize Residency Forms/Affidavits in the office of the Commission at no charge to the applicant. Under any circumstance, applicants shall not sign the Residency Form/Affidavit unless the applicant is in the physical presence of a licensed, State of Ohio Notary Public or properly licensed Notary Public or attorney for the U.S. Armed Military Service for those applicants currently on active-duty.

Applicants may be required to provide additional proof of residency upon the request of the Commission.

D. Credit for Prior Service in the City of Barberton

When proper proof of acceptable and satisfactory prior service with the City Barberton is presented to the Commission, such applicant being otherwise eligible, shall be granted an additional tenth of one percent for every completed month the applicant has worked for the City for a maximum of 5% total extra credit.

Applicants are responsible for notifying the Commission or the Secretary of prior City service at the time the application is submitted.

DEADLINE TO SUBMIT RESUME

Friday, February 5, 2021 @ 4:00 PM

SUBMIT RESUME

Civil Service Commission Office
Attn: HR Coordinator Jaime Iceman
576 West Park Ave. Room 102
Barberton, Ohio 44203

or

Email: jiceman@cityofbarberton.com

QUESTIONS:

Telephone: (330) 848-6710

jiceman@cityofbarberton.com

False, misleading, or incomplete information provided during the application and background investigation process may result in disqualification from employment AND SUBJECT THE PERSON TO POSSIBLE CRIMINAL PENALTIES.