

CITY OF SPOKANE DEPARTMENT POLICY AND PROCEDURE	DEPT 1669-06-01 LGL 2006-27
TITLE: COMMUNITY DEVELOPMENT NEIGHBORHOOD COORDINATOR EFFECTIVE DATE: June 27, 2006 REVISION EFFECTIVE DATE: N/A	

1.0 GENERAL

1.1 The position of Community Development Neighborhood Coordinator (CDNC) is a part of the Citizen Participation Plan of the City of Spokane's Community Development Block Grant (CDBG) Program. The CDNC duties are for the purpose of encouraging citizen participation and facilitating communication between the City department (Community Development) that administers the CDBG Program and neighborhood that participates in the program. The CDNC works under the direction of a designated employee of the Community Development Department.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to the Community Development Department.

3.0 REFERENCES

Policies, Options and Procedures for the Use of Community Development Block Grant Neighborhood Communication Funds, as approved by the Community Development Board on April 29, 1997.

4.0 DEFINITIONS

None

5.0 POLICY

5.1 In performing the duties of the position, the CDNC shall:

- a. be a reliable communication link between the Steering Committee and the Community Development Department,
- b. assist the Steering Committee in citizen participation activities, including spring planning and fall allocation meetings, the Needs and Priorities Survey, and the preparation and distribution of neighborhood communication
- c. submit the annual Neighborhood Report of the Steering Committee to the Community Development Department,
- d. act as a link between the Steering Committee and City of Spokane departments which implement Community Development projects and programs,
- e. perform other duties as requested by the Steering Committee or the Community Development Department, so long as these duties are directly related to the Community Development Program and are reasonable and appropriate according to this contract.

5.2 Duration of Position

5.2.1 This is a temporary/seasonal position with the City.

5.3 Wages

5.3.1 The salary will be payable every two (2) weeks.

5.4 Limits on Work Hours

5.4.1 The Community Development Board, the policy body for the City of Spokane Community Development Program, allocates one hundred forty four (144) hours per grant year (July 1 – June 30) or approximately six (6) hours per pay period.

5.4.2 Based on their needs for Community Development related work, as described in this contract, Steering Committees have the options of allocating their CDBG neighborhood funds for an additional one hundred ninety two (192) hours (approximately fourteen (14) hours per pay period) or ninety six (96) hours (approximately ten (10) per pay period).

5.4.3 The amount of time necessary to complete the job duties may vary from pay period to pay period, however, a CDNC cannot exceed the total number of hours that have been allocated for his/her salary during the grant year, July 1 – June 30.

5.5 Qualifications

5.5.1 The CDNC shall have the following qualifications or be willing to develop them with the assistance of the neighborhood Steering Committee and the Community Development Department:

- a. be a self-starter, able to perform all duties listed in the "Duties" section of this policy.
- b. provide own transportation.
- c. provide own office space or work out of the home.
- d. be available to attend the monthly Steering Committee meetings and other occasional meetings and workshops that relate directly to the CDBG Program.
- e. have good communication and organizational skills.
- g. preferably, be a resident of the neighborhood, or a person having the other listed qualifications and an interest in serving in a position that will benefit the neighborhood.

5.6 Term of Position

5.6.1 The term of the CDNC position is:

- a. All parties agree to work in good faith to make this position a success so that it meets the needs and serves the interests of Community Development Neighborhoods and the City of Spokane. All parties also agree that it is a part-time position and that the neighborhood cannot make unreasonable requests of the CDNC.
- b. The CDNC may be terminated without cause with two (2) weeks advance written notice by any of the parties.

5.7 The CDNC has the right to speak publicly on issues as an individual, however, not to represent the City of Spokane or his/her Community Development Neighborhood Steering Committee without prior authorization.

6.0 PROCEDURE

6.1 Selection Process

6.1.1 When a CDNC position is vacated, the neighborhood Steering Committee will search for a replacement CDNC. However, if the position remains unfilled after a sincere effort to fill the position with a neighborhood resident, it can be offered to an interested person who lives outside the neighborhood.

6.1.2 Once the Steering Committee or an approved subcommittee of the Steering Committee selects a candidate, the applicant is recommended to the Community Development Department for an informational interview.

6.2 Reporting Procedure

6.2.1 The CDNC is expected to spend the time necessary to complete needed tasks and responsibilities.

6.2.2 The CDNC will call in his/her time to the designated Community Development Department staff person every two (2) weeks.

6.2.3 The CDNC shall not to work overtime under any circumstances, more than forty (40) hours per week or eighty (80) hours per pay period.

6.3 Responsibilities of the CDNC

6.3.1 Duties

- a. The CDNC shall serve as an advocate for the City of Spokane's Community Development Block Grant Program, particularly the Community Development Steering Committee that the CDNC represents.
- b. The CDNC shall establish and maintain a working relationship with the Community Development Department.
- c. The CDNC shall assist in maintaining an open communication network among neighborhoods, City departments and other organizations.

- d. The CDNC shall be informed about Community Development process and procedures.
- e. The CDNC shall work with the Steering Committee and the Community Development Department as needed to determine appropriate steps/channels to select a course of action to resolve an issue.

6.3.2 Meetings

- a. The CDNC shall coordinate the annual neighborhood spring and fall meetings.
- b. The CDNC shall disburse accurate, typed notes of every steering committee meeting to all steering committee members and the Community Development Department each month.
- c. The CDNC shall attend quarterly CDNC meetings, keeping the Steering Committee informed as to the content of the meeting. The CDNC shall also attend the Steering Committee meetings, keeping the Community Development Department informed about the meeting content.

6.3.3 Files

- a. The CDNC shall maintain accurate documentation of all CD Steering Committee communications, meeting minutes, neighborhood funding transfer requests and project modifications for at least one (1) year. He/She shall provide file copy of CD neighborhood generated documents to the Community Development Department.
- b. The CDNC shall work with the Community Development Department to keep the neighborhood's files up-to-date.

6.3.4 Mailings and Publicity

- a. The CDNC shall work with the Community Development Department to maintain accurate and up-to-date mailing lists/labels for his/her CD Neighborhood Steering Committee, as well as subcommittees when necessary.

- b. The CDNC shall mail Steering Committee meeting notices, agendas and minutes through the Community Development Department, using the City mail system.

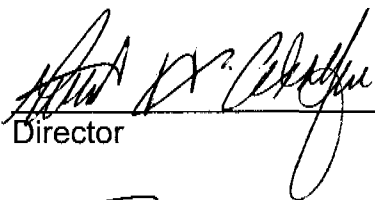
7.0 RESPONSIBILITIES

The director of community development shall administer this policy.

8.0 APPENDICES

None


APPROVED BY:



Director

6/12/06

Date



City Attorney (ASST)

6-12-06

Date