

## SHORT VERSIONS

### **Community Development Manager**

City of Hagerstown – DCED

Full Range \$54,392 - \$87,464. Starting Salary DOQ.

[www.hagerstownmd.org/jobs](http://www.hagerstownmd.org/jobs)

Reports to Director of Community & Economic Development. Administers the City's Community Development Block Grant (CDBG) Program and ensures federal compliance. Manages other community and economic development programs to support neighborhood revitalization. Supervises assigned staff. Bachelor's degree required. Master's is preferred. Minimum of 7 years' experience. CDBG experience required. Must submit cover letter and resume. Visit [www.hagerstownmd.org/jobs](http://www.hagerstownmd.org/jobs) for a complete job description and application. Deadline to apply is 4:30 p.m. Wednesday 05/11/22. Click [HERE](#) to apply online.

### **Economic Development Coordinator**

City of Hagerstown – DCED

Full Range \$38,646 - \$62,192

Starting Salary \$38,646+ DOQ

[www.hagerstownmd.org/jobs](http://www.hagerstownmd.org/jobs)

The Economic Development Coordinator assists the Department of Community and Economic Development with customer service, programs, marketing, communications and project support. Associate's Degree in Marketing, Communications, Business, Public Administration or related field required. Must submit cover letter and resume to be considered. Visit [www.hagerstownmd.org/jobs](http://www.hagerstownmd.org/jobs) for a complete job description and application. Deadline to apply is 4:30 p.m. Wednesday 05/11/22. Click [HERE](#) to apply online.

## LONG VERSIONS

### **Community Development Manager**

Full Range \$54,392 - \$87,464

Starting Salary DOQ

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The Community Development Manager reports to the Director of Community and Economic Development. The position is responsible for the administration of the City's Community Development Block Grant (CDBG) program. Prepares the Consolidated Plan, Annual Action Plan, Consolidated Annual Performance and Evaluation Report (CAPER) and other related reports as required by the Federal Government. Ensures compliance with regulations governing the CDBG program including citizen participation, environmental review, fair housing and equal opportunity, real property acquisition and relocation and labor standards.

The position manages other community and economic development programs including the Hagerstown Revolving Loan Fund, the Neighborhood 1<sup>st</sup> Program, the Invest Hagerstown Homeownership Program, housing rehabilitation programs, neighborhood revitalization programs and grant-funded programs. The position oversees property rehabilitation projects including contractor management and assists with property management of City-owned properties.

The position supervises assigned staff; provides annual budget development/management; and interacts with other City departments, elected officials, government leaders and community stakeholders.

**QUALIFICATIONS:** Bachelor's degree in Business, Public Administration or closely related field. Master's degree preferred. Minimum seven (7) years experience. CDBG experience required. Ability to analyze and apply complex regulations and standards required. Project management, construction/rehab management and property management experience is strongly desired. Experience working with community partners solving neighborhood issues is strongly desired. Position requires practical knowledge with property rehabilitation, neighborhood revitalization, historic preservation regulations and related programs. Relevant certifications preferred.

For a complete job description and to apply online, please visit our website at: [www.hagerstownmd.org/jobs](http://www.hagerstownmd.org/jobs) **Applicants must submit a cover letter and resume to be considered.** Deadline to apply is 4:30 p.m. Wednesday, May 11, 2022. Candidates requiring special assistance should call (301) 739-8577 ext. 298. Click [HERE](#) to apply online.

#### **Economic Development Coordinator**

**Full Range \$38,646 - \$62,192**

**Starting Salary \$38,646+ DOQ**

[www.hagerstownmd.org/jobs](http://www.hagerstownmd.org/jobs)

The Economic Development Coordinator assists the Department of Community and Economic Development with programs, marketing, communications and project support. Reporting to the Director of Community & Economic Development, the Coordinator will respond to customer inquiries including helping businesses with needs and answering questions about incentives, programs and services. The position assists with business attraction and outreach activities. Coordinates social media, website information and database management. This position will represent the department interacting with businesses at community events, conferences, trade shows, and the like, which may involve some travel and evening/weekends hours.

**QUALIFICATIONS:** minimum of an Associate's Degree in Marketing, Communications, Business, Public Administration or related field: or equivalent experience. Bachelor's degree preferred. A minimum of two to four years of relevant experience. Must possess a valid vehicle operator's license with a satisfactory driving record in accordance with the City's policy.

For a complete job description and to apply online, please visit our website at [www.hagerstownmd.org/jobs](http://www.hagerstownmd.org/jobs) **Applicants must submit a cover letter and resume to be considered.** Deadline to apply is 4:30 p.m. Wednesday, May 11, 2022. Candidates requiring special assistance should call (301) 739-8577 ext 298. Click [HERE](#) to apply online.