

**TITLE:** Capital Improvement Plan (CIP) Project Coordinator  
**IMMEDIATE SUPERVISOR:** David Hinkle, Executive Director  
**JOB OBJECTIVES:**

This person is responsible for assisting small or CDBG eligible communities with the completion of CIP in accordance with Oklahoma Department of Commerce (ODOC) requirements.

**ESSENTIAL JOB FUNCTIONS:**

Helps with editing and submitting CIP contracts.

Assist communities in conducting public meetings as required under CDBG guidelines and Oklahoma State Open Meeting Act.

Combines maps and data from different sources into one map.

Aids communities in creating an inventory of their equipment, buildings, lagoons, vehicles and other assets listing description, condition, improvement or replacement cost and needs priority.

Helps with summarizing needs, planning for the future and listing grant options to accomplish the community's stated goals.

**WORKING CONDITIONS:**

Conditions will include office work as well as some outside surveying work, with frequent local and out-of-area travel required. Hours are mainly Monday through Friday 8 to 5, 12 to 1 lunch and occasional evenings for meetings.

**JOB STANDARDS:**

Bachelors' degree in planning, economics, engineering, geography, public administration or related field. Specialized experience or skill may substitute for specific degree or experience requirement. Ability to create GIS maps and databases; knowledge of planning methodologies and ability to work with local government staff and elected officials. Additionally, the employee holding this position must possess the ability to perform assigned responsibilities, as well as new and changing duties with an attitude to personally identify with COEDD's goals, objective, and responsibilities. Must have a valid Oklahoma driver's license, reliable vehicle and proof of updated vehicle insurance. Must be able to pass a background check.

**JOB LOCATION:**

This job will be performed primarily at the COEDD Office, 400 N. Bell Ave, Shawnee OK 74801. Applicant must live within COEDD area.

**EQUIPMENT:**

This job requires the ability to use general office equipment, GIS mapping software, global positioning systems, aerial and plat maps, blueprints and computer-generated maps and reports.

**CRITICAL SKILLS/EXPERTISE:**

Critical skills required in performing this job include the ability to use various computer software packages, including Microsoft Office and ArcMap. Also required is a general knowledge of construction methods, the ability to estimate financial costs associated with public projects and knowledge of grant funding options. The ability to communicate with local officials and coordinate planning activities is also essential.

**To Apply:**

Resumes should contain a cover page with attention to David Hinkle.

Fax: 405-273-3213 or delivered to 400 N. Bell, Shawnee OK 74802

Email: [director@coedd.net](mailto:director@coedd.net)

