



Central Oklahoma Economic Development District
400 N. Bell, Shawnee OK, 74801
Phone: 405-273-6410 Fax: 405-273-3213

CDBG/CIP Job Description

The Central Oklahoma Economic Development District (COEDD) is seeking a candidate to fill a position for the Community Development Block Grant/Capital Improvement Planning (CDBG/CIP) administrator.

The CDBG/CIP administrator will work to design, develop, and implement CDBG Community Development Grants, Water/Wastewater Grants, and Capital Improvement Plans.

Responsibilities:

- Strategically directs the use of CDBG funds including working with sub-grantees and monitors grant activities; administers the set-up of CDBG projects and activities in Grants.OK.Gov.
- Track accomplishments and generate required reports; and coordinate the CDBG competitive grant program including application review, public hearings, and grant administration.
- Manages the development of the 5-year Plan, Fair Housing Plan, Citizens Participation Plan, and other requirements of the Oklahoma Department of Commerce.
- Implements the details of the CDBG program as well as provide leadership and vision in the development and guidance of other programs.
- Analyzing spatial data using ESRI software
- Create, update, and maintain geospatial data in ArcGIS software applications and databases.
- Publish/Edit Content for ArcGis Online
- Collaborate with municipalities and state organizations for data and training
- Ability to conduct field GPS GNSS data collection using a Trimble TDC650
- Create, update, and maintain municipal inventory and cost analysis.
- Travel within and outside of the state
- Performs other related duties as required/assigned.

Required Experience:

- The ability to obtain the Oklahoma CDBG Administration Certification
- Hands on knowledge of ESRI ArcGIS desktop software including ArcMap and ArcPro.
- Have a valid driver's license and insured person vehicle.
- Strong Microsoft Office skills, including Microsoft Word, Excel, PowerPoint, and Teams.

Pay is based on experience.

Submit resumes to: COEDD

Attn: Pat McCormick
400 N. Bell Ave, Shawnee Ok 74801
Fax: 405-273-3213
Email: Comdev@Coedd.net