

CITY OF WHEATON
POSITION DESCRIPTION

TITLE: COMMUNICATIONS & GRANT COORDINATOR/ORDINANCE ENFORCER

DEPARTMENT: ADMINISTRATION

REPORTS TO: CITY ADMINISTRATOR

DATE PREPARED: FEBRUARY 2026

FLSA STATUS: Non-Exempt

PRIMARY FUNCTION

The primary function of this position for city government is to develop and execute strategies that effectively inform and engage the public on a variety of topics. These responsibilities include creating and disseminating clear, accurate, and timely information about city events, public meetings, policies, services, and initiatives through various communication channels, such as press releases, social media, communication applications, newsletters, and the city website. This Specialist also ensures residents are aware of important updates on public safety, infrastructure projects, and other city-related matters.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Maintain city website and City Facebook
2. Create monthly newsletters
3. Attend relevant community meetings
4. Participate in relevant committees and boards.
5. Organize city events
6. Research and Identify Funding Opportunities
7. Prepare and Submit Grant Proposals
8. Manage Existing Grants
9. Collaborate with Internal Teams
10. Maintain Records
11. Perform drive-by and field inspections of residential and commercial properties to determine compliance with zoning and land development requirements; property maintenance; and to assure compliance with applicable codes, ordinances, regulations and statutes.
12. Document, record and photograph properties during inspections to capture accurate information and evidence.
13. Perform general customer service functions and serve as a resource to provide information on City regulations to property owners, residents, businesses, the general public and other City departments.

14. Assist City Attorney and City Staff in coordinating abatements for unresolved cases.
15. Issue and serve alleged notices of violations, orders, and citations in accordance with City code and established departmental procedures.
16. Provide customer service at City Hall when Administration is absent.
17. Performs all other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of communication and marketing strategies.

Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment.

Ability to operate various office machines and computer equipment with accuracy and speed; ability to communicate effectively both orally and in writing; writing skills; graphic arts; ability to handle confidential information according to established procedure; ability to deal courteously and effectively with the public; ability to establish and maintain effective working relationships with associates, business representatives, customers, vendors, supervisors, and the general public. Knowledge of the procedures and objectives of City Code, zoning, local ordinances, laws, rules and regulations related to zoning enforcement, and other development related to land use concerns. Ability to establish and maintain effective working relationships and deal tactfully with internal and external customers, co-workers, and partnering agencies, etc. Ability to work under stressful situations.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

EDUCATION/WORK EXPERIENCE

2+ years of relevant professional experience preferred.

High School Degree and/or GED

SPECIAL REQUIREMENTS

Valid driver's license in the State of Minnesota.

Signature of Incumbent

Date

Signature of Supervisor

Date