

**City of Calumet City - Job Description**  
**Department of Community and Economic Development**  
**Economic Development Assistant/Grants Facilitator**

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***The Department of Community & Economic Development is responsible for:***

- Promoting and ensuring business development and business expansion activities.
- Implementing community and neighborhood revitalization programs.
- Grant writing, management, facilitation, reporting, and grant project management.
- Working with lobbyist to identify Federal, State, and County grants, their timelines, and eligibilities for Calumet City.
- Coordinating special projects, special events, and city marketing efforts.
- Comprehensive planning and planning updates – coordinate with council approvals.
- Managing the City's College Internship Program (CED).
- Coordinating zoning board of appeals activities.
- CRS (Community Rating System) Coordination
- Pet-Friendly Community National Liaison (Maintaining Pet-Friendly Certification)
- Age-Friendly Certification - Metropolitan Mayor's Caucus Regional Advisory Commission
- Administering and facilitating economic development tools including Cook County Property Tax Incentive Classifications, TIF (Tax Increment Financing) Districts, Opportunity Zones, Enterprise Zones, and Special Service Districts.
- Working directly with federal, state, and county governments regarding various funding programs and eligibility criteria.
- Liaison to Cook County Land Bank and South Suburban Land Bank and legal coordination.
- Preparing and Distributing RFPs and RFQs
- Liaison to GIS programming and mapping regarding SSMMA

**Current Positions within the Department of Community & Economic Development**

Grants Manager/Supervising Grants Facilitator - Consultant

Economic Development Coordinator

Economic Development Assistant/Grants Facilitator

Clerk II – CED Administrative Assistant

***Job Description: Economic Development Assistant/Grants Facilitator***

***Responsibilities include but are not limited to:***

- Writing grant applications to Federal, State, and County governments – as well as to other agencies - for economic development, community development, and public safety needs.
- Coordinating grant compliance processes and procedures during and after grant submissions, as necessary for awards and/or agreements.

- Serving as grants facilitator by reporting to awarding agencies after coordinating with Finance Department, Police Department, Inspectional Services Department, engineers, etc., and gathering information accordingly.
- Preparing needed drawdown documentation and attachments for grants.
- Organizing and coordinating Request for Qualifications/Request for Proposals for engineering selection when required for grants.
- Coordinating with Finance Department on information for State of Illinois' GATA Portal.
- Researching property information for City and for potential developer needs.
- Creating spreadsheet directories regarding properties.
- Coordinating with GIS (geographic information systems) services provided through SSMMA when City has need of this data.
- Writing and editing for newsletter and other publications prepared through the Community and Economic Development Department and Mayor's Office.
- Coordinating search process to fill internship openings.
- Communicating with interns on projects, deadlines and timesheets and responding to their inquiries.
- Participating in meetings with potential developers and with others (e.g., community stakeholders) as needed.
- Organizing Complete Streets Committee meetings and keeping minutes – serve as Chair for Complete Streets Committee.
- Maintaining and updating grant application and award records in SharePoint system
- Assisting with grants spreadsheet updates and distribution.

