COMMUNITY DEVELOPMENT SPECIALIST

DEFINITION

Under direction, to assist in the administration of the City's community development grant-funded projects including capital improvement, neighborhood improvement, and housing rehabilitation projects; maintain project records; coordinate with other City and government personnel and the public; and to perform related work as required.

EXAMPLES OF DUTIES

Assists with the administration of community development grant funded projects and coordinates program implementation with other City departments; secures the contractual and professional services for capital improvement and housing rehabilitation projects; ensures Federal contract compliance and proper documentation of contract and professional services; counsels with rehabilitation applicants; processes rehabilitation applications; ensures completion of projects from bid to completion and payment of contractors; collects, analyzes, and presents data in written, graphic, and oral form for use in compiling reports for submission to the Federal government, City Council, and Planning Commission; composes letters and answers inquiries; assists in the implementation of the housing element of the General Plan and housing assistance plans and programs; performs administrative support functions as required.

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices, and techniques of public and grant administration.
- Community development process with respect to housing, capital improvements, redevelopment, rehabilitation, or other areas.

COMMUNITY DEVELOPMENT SPECIALIST

EMPLOYMENT STANDARDS - (cont.)

- Federal community development and housing related programs.
- Research methods and procedures.

and

Ability to:

- Assist with administering the housing and community development programs.
- Prepare a variety of reports and presentations.
- Research, collect, and analyze information pertaining to community development.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.
- Effectively represent the community development functions of the Department with concerned individuals, organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: College course work from an accredited college or university, in urban planning, geography, public administration, or closely related field.

Work Background: Some experience in community development and HCDA administration.

August 1992