



Community Development Specialist

SALARY GRADE: 18

PURPOSE OF POSITION: To coordinate and implement projects and programs within Office of Housing and Community Development utilizing various funding sources. Involves the independent management of complex special projects as well as the processing of applications for housing rehabilitation and down payment assistance. The work contributes substantially to the efficiency and effectiveness of the Housing and Community Development Department and its ability to deliver consistently high quality service to the public.

ESSENTIAL FUNCTIONS:

- Reviews and processes applications from individuals and nonprofit organizations for construction or improvements to housing or other facilities for use by low and moderate income persons.
- Drafts contracts for services including construction or improvements to housing or other facilities for use by low and moderate income persons; ensures compliance with applicable building codes, Quality Housing Guidelines, labor standards and other Federal, State, County and City Grant Program requirements.
- Identifies potential housing and community development projects and interacts with the public, Federal and State staff, nonprofit organizations and City and County staff to prepare requests for proposals.
- Prepares program descriptions and policies and procedures.
- Monitors assigned grant projects to ensure compliance with program rules and regulations and other applicable Federal, State, County and City grant requirements.
- Maintains detailed project records and prepares reporting forms for submission to appropriate agencies.
- Places liens on properties as required to protect the government's interest.
- Reviews contractors' payrolls, payment requests and related documents to ensure compliance with labor standards applicable to federally funded programs; processes payment requests and change orders as appropriate.
- Enforces technical provisions of contracts and reviews and submits recommendations on all contractors' requests, affidavits and related documentation; maintains detailed project records and prepares Federal, State and local reporting forms for submission to appropriate agencies.
- Assembles and compiles loan application packages for Program Manager for approval.
- Orders, reviews and analyzes ownership and encumbrance reports, credit ratings, assets and liabilities, equity in home before and after proposed repairs.
- Prepares closing packages and construction documents and follows up on post closing requirements.
- Prepares agenda items for the City and County Commissions.
- Prepares correspondence regarding projects and programs.
- Attends senior staff meetings to discuss office issues and internal administrative functions related to program implementation.
- Researches and composes correspondence and reports related to special requests from the public and elected officials.

- Assists in the preparation of the Consolidated Plan, the Consolidated Annual Performance and Evaluation Report, the annual Action Plan and the Local Housing Assistance Plan.
- Prepares the quarterly OHCD newsletter.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

JOB BASED COMPETENCIES:

- Knowledge of auditing, monitoring, contracting and subcontracting methods and practices.
- Knowledge of research techniques, methodology and information sources.
- Ability to analyze and monitor housing assistance and other projects for compliance with applicable Federal, State, County and City requirements, and to develop valid recommendations and plans of action to correct instances of non-compliance.
- Ability to negotiate with contractors, professional engineers, architects and others.
- Ability to ensure compliance with Federal and State program guidelines, including labor standards, environmental review and other requirements.
- Ability to draft contracts for the construction or improvements to housing and other facilities for use by low and moderate income persons.
- Ability to operate a desktop computer and various databases, reporting system and similar computer programs.
- Ability to communicate effectively and clearly, both orally and in writing and to prepare succinct, coherent and accurate reports and analyses.
- Ability to establish and maintain good working relationships within the Office of Housing and Community Development, with other City/County departments, Federal, State and local agencies, property owners, consultants, contractors and the public.
- Knowledge of loan programs designated for the purchase or improvement of residential property.
- Knowledge of the objectives, policies, procedures and lending qualifications of private financial institutions.
- Ability to analyze financial information and data and evaluate an applicant's ability to carry a loan, including skill in counseling with applicants and making the required financial computations.

PUBLIC CONTACT: Contacts are an essential component of this position. The incumbent interacts frequently with other City and County departments, offices, contractors and agencies to obtain and furnish information regarding proposed projects and related work. The incumbent also interacts with agencies, contractors and others to mediate disputes, answer questions and resolve problems with respect to contract compliance, grant program requirements, applicable labor standards, defective work, or other issues. Other public interactions occur with those seeking financial assistance.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Department Head or designated representative.

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SUPERVISION EXERCISED: Usually none. However, the incumbent may be asked to assist in training newly employed or less experienced staff.

PHYSICAL REQUIREMENTS: This is generally office work, usually requiring limited physical exertion. However, the work requires occasional light physical activity, especially when touring or inspecting facilities for which the incumbent has project coordination responsibility. In this context, some lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing, crouching or similar activity may be required. Because the work entails potential safety hazards when touring sites, precautions must be understood and observed to avoid injury. Visual acuity and manual dexterity are required to inspect documents and projects to ensure conformance with contract specifications, labor standards and other requirements, as well as for reviewing computer and written files and other documents and for reviewing the work of others. Incumbent is required to have sufficient hearing ability to perceive information at normal spoken word levels.

MINIMUM QUALIFICATIONS:

<p>Community Development Specialist</p> <p>Job Code: 23.11 Salary Grade: 18 FLSA Status: Non-Exempt Union: Non-Represented</p>	<ul style="list-style-type: none">• Bachelor Degree in Public or Business Administration, Urban Planning, Management or related field• Two (2) years experience in banking, housing and community development or related field or the equivalent in education, training, and experience which would provide the necessary knowledge, skills and abilities• Knowledge of Federal Community Development Block Grants, HOME Investment Partnership and State Housing Initiatives partnership programs is highly desirable
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TRAINING REQUIREMENTS: ICS 100 and IS 700