

COMMUNITY DEVELOPMENT SPECIALIST

Definition

To provide general administration of the Community Development Block Grant and assist in the planning and implementing of housing and community development programs.

Supervision Received and Exercised

General supervision is provided by a higher level administrator. Supervises a Community Programs Specialist. May provide lead, technical or functional supervision to technical and clerical positions.

Examples of Duties

Duties may include but are not limited to the following:

1. Performs housing and Community Development Block Grant (CDBG) administrative duties including providing liaison with the Housing and Urban Development Department (HUD) regarding its regulations.
2. Develops City CDBG applications and coordinates submittal for funding; prepares annual Grantee Performance Reports showing progress on projects and on use of funds.
3. Monitors CDBG contract agencies and programs and reimbursement requests and responds to various monitoring requests by HUD relative to the Block Grant agreement.
4. Coordinates Citizen Advisory Commission (CAC) meetings providing staff assistance through the preparation of written background material, agendas, summary notes of meetings, mid-year and annual performance reports and drafting of CAC recommendations to the City Council.
5. Provides project administration assistance to contract agencies and programs funded by CDBG funds including the developing of contracts and budgets for approved services, interpreting CDBG rules, establishing performance measures and preparing performance and expenditure reports to CAC and City Council and developing manuals and forms to be used by contract agencies.

Examples of Duties (continued)

6. Develops new implementation and monitoring procedures and policies as appropriate to assure that money is serving appropriate groups of people.
7. Monitors contractors on projects to verify federal contract compliance.
8. Serves on loan review committee for housing rehabilitation loans.
9. Seeks funding opportunities for City and nonprofit-sponsored programs and prepares applications for funding and/or programs
10. Participates in departmental organizational development and improvement activities.

Qualifications

Knowledge, Abilities and Skills

- A. Knowledge of state and federal housing and community development concepts and resources.
- B. Knowledge of urban planning and economic development concepts.
- C. Knowledge of accounting and bookkeeping principles to track and reconcile agency expenditures.
- D. Knowledge of and ability to use basic statistical concepts.
- E. Ability to understand and interpret complex legal and administrative rules and regulations.
- F. Ability to write clear, concise, and accurate reports and recommendations.
- G. Ability to speak clearly and concisely before groups.
- H. Ability to develop effective interpersonal relationships with community groups, elected officials, professional staff and private lending sources.
- I. Ability to work independently and manage time effectively.

Experience and Education: Any combination equivalent to the experience and education that can likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of recent progressively responsible experience in housing and community development, planning and CDBG program administration or a closely related field.

Education: Graduation from an accredited college with a Bachelor's Degree in planning, public or business administration, economics or closely related field. Graduate degree in an appropriate field may be substituted for up to one year of experience.

License: Possession of a valid Class C California Driver's License.

Probationary Period: One Year

647CS92

November 1979

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AAP GROUP: 4

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt