



Community Development Specialist

Community Development

CD/3

JOB SUMMARY

This position provides specialized support for the city's community development functions.

MAJOR DUTIES

- Responsible for the operation of the City Youth Services Program(s) to include supervision of employees, purchasing of supplies, maintenance of facilities, scheduling programs, monitoring the program's effectiveness, and assuring fees are collected and documented.
- Identifies, plans, develops, organizes, and implements social service programs and opportunities through existing programs or collaborative efforts with other organizations.
- Meets with business representatives, community leaders, and community organizations to determine overall growth and development needs and goals and to develop and support activities, programs, and plans of the Community Development Department.
- Supports, organizes, and promotes community, business, economic, or workforce development projects through event planning, research assistance, coordination, and clerical support within the Community Development Department.
- Develops alternative strategies for programs based on analysis and research in an assigned specialty area.
- Provides access to resources, programs, and training opportunities to assist community needs and encourage contribution in community and volunteer activities.
- Monitors administration requirements, funding requirements, and budget information for specific programs.
- Maintains the meeting schedule for the Technology Training Center.
- Serves as community advisor, contact, representative, for Community Development programs.
- Serves as liaison for assigned Community Development projects and serves as a contact for inquiries from the public.
- Attends and participates in monthly meetings of the Planning Board; takes minutes, copies, and collates reports, and prepares and distributes agenda packets.
- Maintains files; submits department timesheets; orders office supplies; types and copies reports.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the basic principles, practices, and methods used in community development and redevelopment.
- Knowledge of the operational and technical problems involved in the administration of specialized programs.
- Knowledge of program management and public activities organization principles.
- Knowledge of computers and job-related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Community Development Director assigns work in terms of general instructions. The supervisor spot-checks

completed work for compliance with procedures, accuracy, and the nature and propriety of the results.

GUIDELINES

Guidelines include city and departmental policies and procedures, Department of Community Affairs guidelines, and city planning and zoning codes, regulations, and ordinances. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied specialized duties. The public nature of the position contributes to the complexity of the position.
- The purpose of this position is to provide specialized support for community development operations. Success in this position contributes to the quality of life of area residents.

CONTACTS

- Contacts are typically with co-workers, other city employees, representatives of other organizations, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee frequently lifts light and occasionally heavy objects, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.