



Community Development Specialist

Community Development

CD/4

JOB SUMMARY

This position performs specialized duties in support of the city's community development operations,

MAJOR DUTIES

- Provides specialized support for department programs and services; assists in developing the department's annual budget request; assists in monitoring department expenditures.
- Provides specialized support and assistance for the administration, planning, execution, and completion of a variety of grants and loans received from other governmental or private entities.
- Reviews Community Development Block Grant (CDBG) reports; obtains appropriate signatures before submitting.
- Interviews Community Home Investment Program (CHIP) grant applicants; gathers required information from applicants; completes Housing Rehabilitation applications and assists in coordinating the administration of the CHIP grant.
- Prepares and organizes documents for the Economic Development Revolving Loan Fund Committee.
- Prepares and organizes documents for Board of Zoning Appeals meetings; prepares required legal advertisements; attends meetings.
- Prepares and organizes documents for Planning Commission meetings; prepares required legal advertisements; attends meetings.
- Prepares and organizes documents for Historic Preservation Commission meetings; attends meetings.
- Prepares agendas and agenda packets for committee meetings; forward packets to committee members.
- Provides presentations to community groups and other interested parties concerning department programs and services.
- Provides specialized support for the census activities for the city; updates boundary and annexation survey.

- Attends pertinent seminars, meetings, conferences, etc.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of comprehensive and current planning principles, procedures, and techniques.
- Knowledge of grant management principles and practices.
- Knowledge of zoning administration principles and practices.
- Knowledge of economic development principles and practices.
- Knowledge of department and city policies and procedures.
- Skill in the operation of computers and other standard office equipment.
- Skill in planning, organization, and decision making.
- Skill in public speaking and public relations.
- 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 and the nature and propriety of the final results.

GUIDELINES

Guidelines include the city code of ordinances, city zoning ordinances, grant requirements, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied specialized duties. Strict regulations and guidelines that must be applied in diverse contexts contribute to the complexity of the position.
- The purpose of this position is to provide specialized support for the city's community development functions. Successful performance helps ensure compliance with city ordinances and contributes to the provision of programs that benefit the public.

CONTACTS

- Contacts are co-workers, other city personnel, elected and appointed officials, representatives of other

local governments, property owners, developers, attorneys, representatives of granting agencies, and members of the general public.

- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee occasionally lifts light objects.
- 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.
- Possession of a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.