

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**COMMUNITY DEVELOPMENT SPECIALIST**

**DEFINITION**

Under general supervision, assists in the planning and implementation of the City's housing and community development programs.

**EXAMPLES OF DUTIES**

Identify and work with housing development organizations in developing affordable housing projects; assist in developing new housing assistance programs, negotiate and monitor contracts, analyze project development financial analyses.

Assist in the administration of Community Development Block Grant program including review of funding applications, environmental assessments, Davis-Bacon compliance, process payment requests, monitor subrecipients. Assist in coordinating CDBG-funded capital improvement projects with other City departments. Assist in the preparation of reports to federal and state agencies including the HUD Consolidated Plan and Annual Performance Report. Administer housing rehabilitation loan program including home inspection, development of work specifications, analysis of client eligibility, preparation of loan documents, execution of loans and loan servicing.

Research and analyze economic and sociological issues relating to short-and long-range housing and community development needs. Respond to inquiries from the public pertaining to housing needs and CDBG activities. Perform related work as required.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Statistical and research methods pertaining to city economic and social composition; general knowledge of the environmental review process, housing development finance, residential lending practices and procedures and HUD's Community Development Block Grant and HOME programs.

**Ability to:** Establish and maintain effective relationships with others; respond appropriately to public inquiries; collect and analyze data pertaining to environmental and community development issues; prepare clear and concise written reports; seek out sources of planning data; learn to interpret and apply applicable Federal and State

JOB SPECIFICATION  
COMMUNITY DEVELOPMENT SPECIALIST (PAGE 2)

regulations of a complex nature; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Experience:** One year of full-time experience in the field of public/private planning or community development planning, desirably in municipal government. Experience working in or with non-profit, community organizations desirable.

**Education:** Bachelor's Degree from a college or university with a major in City or Environmental Planning, Architecture, Sociology, Economics, Public Administration, Civil Engineering or related field is highly desired; however, ten years of directly related experience administering municipal housing and community development programs may substitute for college degree.

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

R: 03/07