

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

COMMUNITY DEVELOPMENT SPECIALIST I/II

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

Community Development Specialist I: is the entry level class in the Community Development Specialist series. This class is alternately staffed with Community development Specialist II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

Community Development Specialist II: is the experienced level of this class series, fully capable of performing a variety of duties related to housing and community development programs. This class is distinguished from Community Development Specialist I in that the latter is the first supervisory level of the class series, with primary responsibility for either major housing and/or community development programs for the City.

SUPERVISION RECEIVED AND EXERCISED

Community Development Specialist I

Receives general supervision from the Housing & Community Development Supervisor.

May receive general supervision from the Housing Coordinator.

Community Development Specialist II

Receives general supervision from the Housing & Community Development Supervisor.

May receive general supervision from the Housing Coordinator

May exercise technical or project supervision over less experienced Community Development Specialist I and office support staff.

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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

Community Development Specialist I

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; assist in budget development, seek out sources of planning data; learn to interpret and apply applicable Federal and State 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.

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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.

Community Development Specialist II

In addition to the qualifications for Community Development Specialist I:

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; draft contracts, monitor contract compliance, seek out sources of planning data; learn to interpret and apply applicable Federal and State 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: Two years 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.