

## **COMMUNITY DEVELOPMENT SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical and administrative work of a moderately complex nature involving responsibility for a variety of duties in the area of community development. The work is performed under the general supervision of the Director, Community Development and/or Assistance Director, Community Development and in accordance with standard HUD guidelines. Supervision may be exercised over a small number of clerical personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Ensures compliance with HUD minimum requirements (e.g. reviews applicable records, verifies payments, oversees the accuracy of client applications, etc.);  
Prepares a variety of documents, plans and reports (e.g. Housing Assistance Plan, Homeless Assistance Plan, guarantee performance reports, minority business enterprise reports, HUD – 11's and related quarterly and annual reports, etc.);  
Ensures that federal requirements are met before grant monies are utilized;  
Holds pre-construction conferences and conducts field interviews with contractors and contractors' employees;  
Maintains and updates a variety of information including statistics on population, housing and minorities;  
Sets up required accounts for local governments and monitors compliance with federal regulations;  
Prepares and administers Community Development budgets;  
Processes and approves vouchers for payment;  
Performs other tasks as assigned (e.g. maintaining accounts, reviewing audits, overseeing purchasing, representing agency at meetings, etc.).

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the rules, regulations, guidelines and directives pertaining to the administration of federal community development programs; good knowledge of community development; ability to deal successfully with a variety of individuals and groups (e.g. municipal officials, contractors, governmental agencies, the public, financial institute representatives, citizen advisory groups, etc.); ability to communicate effectively, both orally and in writing; ability to prepare a variety of reports.

**MINIMUM QUALIFICATIONS:** Possession of a Bachelor's degree and three (3) years of non-clerical, non-routine experience involving work in the area of community development, urban renewal, or related on a continuing, on-going basis.