

COMMUNITY DEVELOPMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position responsible for assisting the Director of Social Development in a variety of planning and management functions in the areas of operations, programming and budgeting. Work is performed under general direction of the Director of Social Development, with wide leeway given for the exercise of independent judgment. Supervision is exercised over subordinate personnel.

TYPICAL WORK ACTIVITIES:

1. Assists in the implementation, management and monitoring of all human service programs and the administration of housing programs sponsored or sought by the City under the federally funded Community Development program;
2. Assists in writing and editing program descriptions, contracts and reports and applying for funding for new programs;
3. Assists in the development of Housing Rehabilitation and HOME Program Guidelines;
4. Coordinates the Housing Rehabilitation and HOME Programs, including application processing, pre-qualification of applicants, and preparation of all correspondence for the Director's and Loan Committee review;
5. Gathers documentation/information needed for closings and represents city at closing;
6. Sets up and maintains financial and programmable files and records for various programs administered by the department;
7. Assists in policy formulation analysis and program evaluation;
8. May assist in monitoring human service programs through site visits and review of monthly reports from contractors;
9. Assists in the preparation of the budget and maintenance of budget control;
10. Completes special projects as assigned;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of federal, state and local subsidized housing laws, rules and regulations; good knowledge of business arithmetic and English; working knowledge of the principles, purposes and techniques of social contract administration; working knowledge of the services and programs provided by private and public agencies in the area; ability to understand and interpret complex state and federal directives and regulations pertaining to housing and social development; ability to communicate effectively both orally and in writing; ability to secure the cooperation of others; good judgment; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

COMMUNITY DEVELOPMENT SPECIALIST (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration, Public Administration or a closely related field **and** one (1) year of responsible work experience in administering a human service program;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree **and** three (3) years of responsible work experience in administering a human service program;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

HU4103

ADOPTED: 04/04/96

REVISED: 11/15/96