

## **COMMUNITY INVESTMENT PROGRAM SPECIALIST**

### **DISTINGUISHING FEATURES OF THE CLASS**

This is a professional position responsible for planning, developing, administering, and coordinating the activities and services of one or more of the Community Investment Programs. Responsibilities include developing program materials, applications and guidance documents, monitoring compliance with program requirements, preparing reports, evaluating applications, and making recommendations on grant money expenditure based on community need. The incumbent should have overall knowledge and ability in the development, administration, monitoring, and evaluation of grant programs. This position involves a significant amount of interaction with departmental, community and/or local government staff, including service provider agencies. Supervision is received from a higher-level administrative position in the department overseeing the grant. Supervision over the work of others may be a function of this position.

### **TYPICAL WORK ACTIVITIES**

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by any lower-level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all-inclusive and do not preclude a supervisor from assigning activities not listed that could be reasonably expected to be performed by an employee in this title.

1. Assists the Community Development Advisory Committee in assessing program needs; makes recommendations regarding needed services and funding allocation based on community needs assessments; monitors provision of services through review of statistical data and on-site visits as necessary;
2. Develops, maintains and analyzes data to monitor and evaluate contract performance and to justify funding decisions;
3. Establishes and maintains working relationships with local officials, local service agencies and community-based organizations to promote the development and implementation of comprehensive program services;
4. Develops and maintains tracking systems to monitor progress of all projects and programs;
5. Monitors progress and reviews status of projects for compliance with program standards and guidelines, contract provisions and all legal requirements;
6. Collects and analyzes data and information related to projects;
7. Participates in the analysis and evaluation of information and projects and the preparation of reports;
8. Develops performance-based standards, criteria and evaluation methods for analyzing services and programs;
9. Coordinates with department administrative and supervisory staff and other local or community-based organizations to identify needs and problems and to ensure effectiveness of programs and services supported by County and Federal funds;
10. Acts as contract administrator for grant-provided services, including development of scopes of services, monitoring compliance, performance and evaluating effectiveness and providing recommendations for award;

## **COMMUNITY INVESTMENT PROGRAM SPECIALIST** (cont'd)

### **TYPICAL WORK ACTIVITIES** (cont'd)

11. Provides technical assistance to municipalities upon request;
12. Acts as representative of Planning and Development Department when directed by the Commissioner or Assistant Commissioner;
13. Reviews project reports from local municipalities and agencies;
14. Performs various public relations activities and makes public presentations.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES**

Good knowledge of the principles and practices of grant contract development, monitoring and evaluation;

Good knowledge of the specific program area for grant program and knowledge of the specific problems, needs and available services for the population serviced by the grant;

Good knowledge of systems for data collection and analysis;

Good knowledge of the methods of program evaluation;

Good knowledge of the principles and practices of administration, including budgeting, record keeping and data control functions;

Good knowledge of community resources available to meet the needs of the grant program population;

Ability to develop, implement and evaluate monitoring and tracking procedures to oversee contracts, projects and programs;

Ability to conduct studies of government operations, perform administrative research and analyze complex data;

Ability to read, understand and analyze complex written information;

Ability to establish and maintain effective working relationships with a wide variety of people;

Ability to prepare and present reports and analyze statistical and financial data;

Ability to develop and monitor budgets;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS**

EITHER:       (A)     Master's degree in Public Administration, Political Science, Planning, Nonprofit Management, Social Work, English, Journalism, Communications or a related field;

OR:             (B)     Bachelor's degree in Public Administration, Political Science, Planning, Nonprofit Management, Social Work, English, Journalism, Communications, or a related field and one (1) year of experience in the administration of a program which shall have included collecting, tracking, and analyzing data for the purpose of monitoring and evaluating the progress and effectiveness of a specific program or programs.

**COMMUNITY INVESTMENT PROGRAM SPECIALIST** (cont'd)

**MINIMUM QUALIFICATIONS** (cont'd)

OR:           (C)    An equivalent combination of education, training, and experience between the limits of (A) and (B) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

REVISED:   08/22/07  
              05/20/13  
              01/01/14 (Formerly COMMUNITY DEVELOPMENT PROGRAM SPECIALIST)  
              12/09/20  
              03/07/22