



Office of Human Resources
Community Development Associate II - CA2197
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General Statement of Duties

This class performs standard/intermediate level professional work providing technical assistance regarding community development practice and program performance requirements.

Distinguishing Characteristics

Community Development Associate II positions provide business constituents and community officials information and technical assistance regarding community and economic development practice including legislation, policies, and program performance requirements. Community Development Associate II positions provide their customers with technical assistance regarding federal and state rules, regulations and guidelines; application for economic and community development programs, grants, and/or contracts, licenses and permits, and advocate for businesses and communities to identify and resolve process issues. These positions monitor program activities to ensure compliance with program objectives. Community Development Associate II positions provide specialized consultative services to their customers and the Community Development Representative I and II positions build relationships with community/neighborhood development entities to link business with community and to provide comprehensive consultative services.

Level of Supervision Exercised

None

Essential Duties

Serves as point of contact for businesses and community officials requiring information and technical assistance regarding community and economic development practice including legislation, policies, and program performance requirements; performs outreach work to community entities that supports activities, programs and plans for economic growth and development.

Serves as an advocate for business constituents, community entities, and OED staff to identify and resolve process and program issues, assists with determining needs and goals for overall growth, and promotes community development activities.

Serves as staff liaison performing field reviews, on-site support for community improvement or housing programs; monitors project implementation to ensure compliance with program objectives.

Monitors on-site programs activities to understand and apply regulations, monitor progress and assist with close-out of completed projects.

Assists program staff with procurement of professional services, coordination of project implementation with other City agencies and identification and analysis of project problems.

Works in collaboration with the OED marketing team and other OED staff to develop marketing material and resources for business and community customers; develops community profiles and/or other information to assist businesses and community entities in assessing socio-economic data for growth and retention decisions.

Collects researches and analyzes a wide range of data relative to housing and community development projects and programs; and prepares response to information requests from the public.

Uses a variety of software packages to develop and communicate reports and correspondence to a variety of end users.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Planning and Evaluating – Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Problem-Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of laws, rules and regulations concerning real estate, business taxes, labor, financing, environmental impact, etc.

Knowledge of public relations practices; ability to communicate effectively with others and to maintain favorable public relations.

Knowledge and understanding of local, state, national community and economic development program, issues and trends.

Skill in monitoring and coordinating activities for a project or projects.

Education Requirement

Bachelor's Degree in Planning, Finance, Business Administration, Economics, Urban Studies or related field.

Experience Requirement

One (1) year of technical experience coordinating client loan requirements, contracts for construction services and project completion dates.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Work is primarily performed in an office setting and frequently at other locations for meetings.

Subject to varying and unpredictable situations.

Subject to Potential exposure to changing weather conditions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, grasping, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Near acuity: ability to see clearly at 20 inches or less.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

Education Check

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-618

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: