



Office of Human Resources
Community Development Associate I - CA2199
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General Statement of Duties

This class performs entry level professional work providing technical assistance regarding community development practice and program performance requirements in the Office of Economic Development.

Distinguishing Characteristics

Community Development Associate I positions train to provide business constituents information and technical assistance regarding community and economic development practice. The Community Development Associate I class differs from the Community Development Associate II and the Community Development Representative I & II classes by the level of practical knowledge/experience; incumbents in the Community Development Associate II class perform standard/intermediate professional work providing technical assistance regarding community development practice and program performance requirements, and incumbents in the Community Development Representative I & II classes perform full performance level and specialized professional neighborhood, economic and community development work.

Level of Supervision Exercised

None

Essential Duties

Trains to provide business constituents and community officials information and technical assistance regarding community and economic development practice including legislation, policies, and program performance requirements.

Trains to advocate for business constituents, community entities, and OED staff to identify and resolve process and program issues.

Trains to perform field reviews, and provide on-site support for community improvement or housing programs.

Performs a variety of research assignments for senior staff relative to housing and community development projects and programs; assists senior staff prepare responses to requests for information.

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.

Learning – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

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.

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

Knowledge & Skills

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

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

Education Requirement

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

Experience Requirement

None

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

Subject to varying and unpredictable situations.

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
Education Check

Assessment Requirement

Microsoft Office Fundamentals (SHL)

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-614
FLSA Code: N
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: