



Office of Human Resources
Community Development Representative I - CA2151
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General Statement of Duties

Performs full performance professional work developing, coordinating, and implementing redevelopment projects, housing and neighborhood revitalization programs, strategies, studies, plans, and proposals for federally and locally funded community improvement projects emphasizing public/private financial cooperation, community need, project selection and feasibility, necessary technical assistance, and compliance.

Distinguishing Characteristics

This class performs full performance professional work developing, coordinating, and implementing redevelopment projects, housing, economic development and neighborhood revitalization programs, strategies, studies, plans, and proposals for federally and locally funded community improvement projects. This class is distinguished from the Development and Planning Supervisor that performs professional level and supervisory work over staff involved in promoting the orderly growth, development, and improvement of the city through development review, land use planning and regulations, transportation/infrastructure planning, and the implementation of housing policies and programs. The Community Development Representative I is distinguished from a Community Development Representative II that performs specialized full performance professional housing, neighborhood revitalization and/or economic development work including program design, implementation, and project specific financial and programmatic analysis. Additionally, the Community Development Representative II is distinguished from a Community Development Representative I in that the Community Development Representative II provides more complex technical financial and programmatic analysis of housing, neighborhood development and small business loan applications and underwrites layered and mixed finance development agreements.

Level of Supervision Exercised

By position, performs lead work.

Essential Duties

Assesses community needs in order to identify eligible neighborhoods/groups, implements programs, projects, and asset building strategies, facilitates project selection, and allocates program/project resources.

Evaluates project and/or loan applications, recommends project selection, negotiates scope of service and project specifications, and initiates City contracts.

Recommends and implements operating policies including decisions about budgets, program/project applications, evaluation criteria, scope of service, and financing alternatives.

Provides technical assistance and makes project modifications to support timely and efficient construction management, effective coordination with vendors and consultants, purchasing requirements, review of funding eligibility, and reimbursement criteria.

Monitors and evaluates programs and projects with city, state, and federal providers to assess management systems and budgets for compliance with program benefit, eligibility, progress, adherence to regulations, and accountability for funds.

Approves pay requests, change orders, final payments, and project close-out documents.

Provides information to the Mayor, City Council, the budget staff, and other stakeholders.

Updates databases and prepares necessary reports.

By position, performs financial analysis, prepares written credit reviews for small business and real estate projects, and markets economic development loan programs.

By position, assists in the implementation of grants or aid programs.

Performs other related duties as assigned.

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

Influencing/Negotiating - Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.

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.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of small business, real estate underwriting, and loan packaging procedures and requirements sufficient to be able to perform a variety of duties related to the work assignment.

Education Requirement

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

Experience Requirement

Three (3) years of professional level experience in the administration of community development programs/projects including the development of funding alternatives, the facilitation of community planning activities, and working with complex regulatory requirements.

OR

Three years of professional level experience in small business and/or real estate lending.

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

Pressure due to multiple calls and inquiries.
Subject to many interruptions.
Subject to long irregular hours.

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.):

Sitting: remaining in the normal seated position.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands).

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

Hearing: perceiving the nature of sounds by the ear.

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

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

Depth Perception: ability to judge distances and space relationships.

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-808

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: