



Career Service Authority

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Community Development Representative I

GENERAL STATEMENT OF CLASS DUTIES

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 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.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to

instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

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.

MINIMUM QUALIFICATIONS

Competencies, Knowledge & Skills:

Integrity/Honesty – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

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

Writing – Recognizes and uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information which may include technical material that is appropriate for the intended audience.

Self-Management – Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Oral Communication – Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

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

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

Decision Making – Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish program goals, and causes change.

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

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Customer Service – Works with customers to assess needs, provide assistance, resolve problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Creative Thinking – Uses imagination to develop new insights into situations, applies innovative solutions to problems, and designs new methods where established method and procedures are inapplicable or are unavailable.

Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Flexibility – Is open to change and new information, adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles, and deals effectively with ambiguity.

Conflict Management – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of lead work functions.

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.

Physical Demands:

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.

Accommodation: ability to adjust vision to bring objects into focus.

Working Environment:

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Subject to long irregular hours.

Education Requirement:

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

Experience Requirement:

Three 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:

Additional appropriate education may be substituted for the minimum experience requirement.
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CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 03/01/2006

REVISED DATE: 05/22/2011

REVISED BY: Blair Malloy

CLASS HISTORY

This class was originally titled Community Development Program Specialist. The title was changed to Community Development Officer and the class specification has been revised and updated. Additionally, the Economic Development Specialist – Small Business class has been consolidated into this class.

This class was revised 7/13/06 by Earline Hill during the Office of Economic Development (OED) reorganization to change the title from Community Development Officer to Community Development Representative I. The title change supports the integration of four independent agencies into a single agency, the Office of Economic Development.

5/2011: Revised general statement of class duties and essential duties.