



## Career Service Authority

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# Community Development Representative II

### GENERAL STATEMENT OF CLASS DUTIES

Performs specialized professional housing, neighborhood revitalization and/or economic development work including program design, implementation, and project specific financial and programmatic analysis.

### DISTINGUISHING CHARACTERISTICS

This class performs specialized full performance professional housing, neighborhood revitalization, and/or economic development work. 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 II* is distinguished from a *Community Development Representative I* that performs full performance professional work developing, coordinating, and implementing redevelopment projects, economic development, housing and neighborhood revitalization programs, strategies, studies, plans, and proposals for federally and locally funded community improvement projects. 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 revitalization and small business loan applications and projects and analyzes and underwrites layered and mixed finance development agreements.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally in the form of stated objectives only, with issues and factors largely undefined, requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy and methodologies for approaching assigned functions or projects.

Duties performed involve concepts, theories and concrete factors to be evaluated and weighed, requiring a high degree of analytical ability, and independent judgment and decision-making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied and simultaneous coordination of several functions, programs or projects in various stages of completion.

#### ***Level of Supervision Received and Quality Review:***

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

***Interpersonal Communications and Purpose:***

Contacts of a remedial nature involving the resolution of problems and where some degree of discretion and judgment are required in carrying out a major program and/or function of the organization.

***Level of Supervision Exercised:***

By position, performs lead work.

**ESSENTIAL DUTIES**

Performs financial analysis of complex development, neighborhood revitalization and/or business proposals and real estate transactions through assessment of current market conditions, evaluation of income and operating expense projections, profit/loss statements, appraisals, market studies, title work, and development budgets/teams.

Evaluates project feasibility, underwrites financing requests, and makes recommendations to mitigate risk.

Engages in complex negotiations with developers, lenders, business owners/managers, and service providers to establish loan terms and rates and recommends the approval or disapproval of loans.

Assesses community needs and develops programs and implementation strategies for housing, neighborhood and economic development by establishing operating policies which include decisions about budgets, program applications, evaluation criteria, scope of service, and financing alternatives in conjunction with federal and local policies and procedures.

Identifies alternative funding sources for new projects and programs and submits proposals to foundations and other governmental agencies.

Builds and maintains collaborative partnerships with financial institutions and levels of government to design new programs and to avoid duplication and policy conflicts.

Monitors and evaluates, in conjunction with private/public providers, management systems and budgets for compliance and reviews and analyzes reports and site plans for compliance.

Makes presentations and provides information to the Mayor, City Council, budget staff, and other stakeholders.

Acts as a project leader and subject matter resource for agency staff.

By position, manages and administers an entire grant program.

Performs other related duties as assigned.

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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.  
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## 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.

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

**Leadership** – Influences, motivates, and challenges others and adapts leadership styles to a variety of situations.

**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 pertinent federal, state, and city programs, legislation, regulations, and policies related to the work assignment.

Knowledge of supervisory principles and practices sufficient to be able to perform a variety of lead work functions.

### ***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.

### ***Working Environment:***

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Subject to long irregular hours.

### ***Education Requirement:***

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

***Experience Requirement:***

Three years of professional level housing, neighborhood revitalization and/or economic development work.

***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***

The Senior Economic Development Specialist – Small Business and the Senior Community Development Program Specialist have been consolidated into this new class. The job responsibilities and minimum qualifications have been revised to reflect the changes in duties and responsibilities.

This class was revised 7/13/06 by Earline Hill during the Office of Economic Development (OED) reorganization to change the title from Housing/Economic Development Specialist to Community Development Representative II. 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.