



Office of Human Resources  
Community Development Representative II - CA2152  
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### General Statement of Duties

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

### 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.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

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

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

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.

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

### **Level of Supervision Exercised**

By position, performs lead work.

### **Education Requirement**

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

**Experience Requirement**

Three (3) years of professional level housing, neighborhood revitalization and/or economic development work.

**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.):

Depth Perception: Ability to judge distances and space relationships.  
Fingering: Picking and pinching, through use of fingers or otherwise.  
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
Hearing: Perceiving and comprehending the nature and direction of sounds.  
Lifting: Moving objects weighing no more than 10 pounds from one level to another.  
Reaching: Extending the hands and arms or other device in any direction.  
Sitting: Remaining in a stationary position.  
Standing: Remaining in a stationary position.  
Talking: Communicating ideas or exchanging information.  
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

**Background Check Requirement**

Criminal Check  
Employment Verification  
Education Check

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** EX-09

**FLSA Code:** Y

**Established Date:** 9/21/2018

**Established By:** LS

**Revised Date:**

**Revised By:**

**Class History:**