

COMMUNITY DEVELOPMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for managing, coordinating and planning a variety of programs related to various grant sources such as CDBG/Small Cities and Fair Housing programs. The incumbent works with existing businesses, public and private organizations and other community organizations to identify assistance and funding sources for city-wide revitalization. The work is performed under general supervision with wide latitude allowing for the exercise of independent judgment in the planning, implementing and decision making activities of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Meets with prospective small businesses and industries to explain the programs;

Assists in the development of business plans, loan applications and related business development;

Prepares housing and economic development reports and grant applications;

Advises applicants of the general purpose and objectives of various aspects of funding sources with regard to housing and economic development programs;

Screens and analyzes loan packages;

Prepares periodic reports for economic development and housing programs;

Secures necessary documentation for loan closing;

Evaluates programs and marketing strategies to improve the delivery of services;

Assists small businesses in development opportunities, real estate negotiations, financial analysis and the procurement of financing;

Conducts community relations programs to promote specific programs and services of the City through workshops, seminars and conferences;

Develops, negotiates and structures deals with the appropriate private and public sector financing;

Assesses business training needs, coordinates and provides entrepreneurial training programs;

Maintains working relationships with State and Federal funding agencies for small business development;

Studies and analyses the expansion of existing businesses and industries for the purpose of explaining to prospective, as well as established businesses and industrial representatives, the benefits of such development and expansion;

Evaluates the effectiveness of the business loan program in meeting objectives;

Assists in the administration of revolving loan programs;

Maintains records and files pertaining to the program's loan portfolio.

Continued on page 2

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of community and economic development planning and small business revitalization principles and practices; good knowledge of financial loans for small business expansion; good knowledge of State and Federal legislation pertaining to housing and development; good knowledge of the area's geography and demography; good knowledge of basic research methodology; good knowledge of methods and procedures involved in mobilizing individuals and resources; ability to establish and maintain cooperative work relationships with citizens and public officials; ability to evaluate programs and procedures; ability to understand, interpret and analyze quantitative data; ability to prepare clear, concise, accurate, and informative reports; ability to organize, develop, plan, and coordinate community development activities; ability to direct the establishment and maintenance of records and files; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: High school graduation or possession of high school equivalency diploma and EITHER:

1. Graduation from a regionally accredited college or university with a Bachelor's Degree and two (2) years of full time paid experience in financial analyst experience involving loan analysis and packaging for small business development; community development, planning, housing or economic development; OR
2. Graduation from a regionally accredited college or university with an Associate's Degree and four (4) years full time paid experience as noted in (1) above; OR
3. Six (6) years full time paid experience as noted in (1) above; OR
4. Any equivalent combination of training and experience as defined by the limits of (1), (2) and (3) above.

APPROVED: 04/29/05

CIVIL SERVICE CLASSIFICATION: COMPETITIVE