

COMMUNITY DEVELOPMENT SPECIALIST

POSITION SUMMARY: This is a technical and professional position responsible for performing a variety of general and complex community development work. This position is responsible for the coordination and completion of annual filings and compliance related to federal, state, and local regulations. Additional areas of responsibility include grant management, loan processing, and regulatory, financial, and cash reporting. This position participates in the day-to-day operation of the department, including office support functions. The position requires a high level understanding of policies, processes, and technical systems. Providing staff support and acting as a liaison to various boards and commissions is also a requirement of the position. Work involves the use of reasoned judgment and specialized knowledge of accepted community development practices. This position may serve as a mentor, trainer, and lead person.

SUPERVISION RECEIVED: Work is performed under the direct supervision of the director of community services or designee.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Works cooperatively with the director of community services, departmental staff, boards and commissions, and others to establish priorities, develop plans and goals, coordinate activities, and implement projects.
2. May serve as lead person on projects and committees, and may serve as a liaison and/or secretary to committees, boards, and commissions. Attends meetings as necessary and represents the department to other City departments and outside organizations; coordinates activities with other departments and outside organizations and individuals, including sub-recipients and construction contractors.
3. Advises director of community services and staff of, and implements as required, Community Development Block Grant (CDBG) regulations, recommended best practices, and other regulatory requirements to ensure program compliance with necessary local, state, and federal administrative and statutory law.
4. Processes loan and grant applications under the community development program. Analyzes financial questionnaires of applicants, prepares and processes correspondence to financial institutions, and works with the City attorney's office to prepare legal documents.
5. Reviews and recommends homeowner grant and loan applications; counsels homeowners about requirements for loans and grants.
6. Determines when to open, access, and update wait lists.
7. Directs building inspectors' work related to processing and awarding rehabilitation loans.
8. Processes annual tax documents, interest statements, reconciliation reports as necessary to the successful operation of the homeowner loan program.
9. Conducts research, analyzes data, identifies trends, and prepares and submits a variety of general and complex City, state, and federal reports and statements. Performs cost/benefit

analysis of programs and recommends changes to the director as appropriate.

10. Performs grant and data research. Prepares and submits grant applications, community development plans, title reports, and other documents of a specialized nature including submitting reports via various federal and state electronic systems.
11. Monitors construction projects and sub recipient grantees and reviews records to ensure proper recording of transactions and compliance with grant stipulations, applicable rules, administrative regulations, and laws. Assists with close-out reports.
12. Works cooperatively with finance and treasurer departments to provide information for timely accounting and financial reporting purposes.
13. Assists with drafting resolutions and ordinances related to areas of responsibility. Assists with executing urban renewal, redevelopment, master plans, and related processes and programs.
14. Assists with and ensures completion of general and complex office support specific to the department. Takes minutes, prepares letters, processes payroll, receives and records cash payments. Participates in preparing material for publication. Facilitates the completion of required forms for review.
15. Maintains various reference files, assembles and organizes project data and prepares necessary reports, including charts and tables. Maintains accurate databases. Establishes and maintains electronic and manual files and filing systems.
16. Assists with development of CDBG and department budgets. Monitors expenditures and ensures financial processes, procedures, and policies are followed. Identifies, recommends, and implements efficiencies and improvements. Ensures staff is informed of new or revised procedures and any pertinent information regarding assigned functions. Updates related policy and procedure manuals.
17. Completes special projects and makes presentations. Develops bids, requests for proposals, and contracts including bids for rehabilitation work. Monitors regulations to ensure bids include all requirements related to CDBG and other work. Oversees consultants and contractors as necessary.
18. Receives, investigates, and addresses inquiries and complaints made by residents, businesses, or other personnel. Follows up on corrective actions and ensures that replies are provided.
19. Plans and assists in a variety of public meetings and public relations activities.
20. Maintains records and processes and transmits information that requires confidentiality and a high degree of discretion and judgment.
21. Keeps abreast of new developments in the field and current issues through regulatory reports, continued education, and professional growth.
22. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills,*

abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- A. A bachelor's degree in public administration, urban planning, accounting, or a related field and three years professional experience, preferably in the government sector.
- B. May be required to obtain and maintain certifications and licenses as necessary.
- C. Ability to understand and interpret complex legislation, regulations, and processes. Ability to understand and interpret ordinances.
- D. Experienced and demonstrated knowledge and ability to conduct accurate research on grant funding; and demonstrated ability to analyze and interpret proper application of grant requirements, guidelines, and reporting.
- E. Considerable knowledge of, and demonstrated proficiency in, generally accepted accounting principles; demonstrated ability to think strategically and learn about diverse City operations and processes.
- F. Demonstrated ability to gather and analyze data and prepare and maintain accurate and timely reports, charts, statistical analyses, memoranda, letters, and responses to requests for information. Ability to communicate information effectively both in written and verbal manners to varied audiences, including state and federal agencies related to housing and urban development.
- G. Ability to establish effective and cooperative working relationships; use tact, good judgment, and resourcefulness when working with supervisors and other staff, the public, volunteers, and other governmental agencies.
- H. Possess excellent organizational skills and problem solving ability. Understands the larger perspective and goals of the organization. Detail oriented; possess skill in organizing schedules and coordinating associated resources. Ability to identify and follow through with process improvements.
- I. Ability to perform technical and complex verification and reconciliation activities.
- J. Proven ability to maintain a comprehensive record keeping system, assemble and present accurate reports and records, compile statistics, analyze complex information, and develop recommendations.
- K. Ability to read and interpret contracts, grants, legislation, and regulations and to implement changes as necessary for compliance.
- L. Proven ability to develop and follow procedures and develop and carry out routine and complex instructions.
- M. Proficiency in the use of office equipment and information technology including software applications related to areas of responsibility, and the ability to quickly learn other technology as necessary. Extensive knowledge of Excel and other Microsoft Office programs. Ability to update website and coordinate social media.
- N. Strong time management skills. Demonstrated ability to work effectively within deadlines,

under stress, and with changing work priorities.

- O. Proven ability to work well with a team and with minimal supervision. Possess self-supervising attributes and a positive, congenial attitude. Demonstrated ability to exercise good judgment and discretion and to handle sensitive matters.
- P. Ability to train and mentor employees and review work for accuracy.
- Q. Ability to travel to various locations both in and out of state to receive additional training as deemed necessary.
- R. Possess a valid Michigan motor vehicle operator's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee is required to use hands to finger, handle, or feel; and reach with hands and arms. The employee may need to lift and move items of light weight.

While performing the duties of this job, the employee primarily works in a business office setting but may also work in the field. The noise level in the work environment ranges from quiet in the office to noisy in the field. While working in the field, circumstances may occur that are strenuous and may involve working in unclean environments. The employee may be exposed to uncontrollable environments and circumstances, which may include personal residences. The employee is required to drive in inclement weather.

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