

DATE	Sept. 2007
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Community Development Program Specialist

DEPARTMENT/DIVISION: Environmental Services/Community Services

REPORTS TO: Community Services Manager

SUMMARY:

Responsible for specific details of community development, grant programs and related activities to include assisting with implementation of grant projects, tracking expenditures, and preparing related reports. Work requires limited supervision and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Supports and evaluates day-to-day operations of an assigned community development program. Ensures compliance with applicable internal and external requirements.
- Participates in the development, evaluation and implementation of program goals, objectives, activities, and program initiatives. Assists in the assessment of consequences and outcomes of program initiatives.
- Supports the ongoing administration, monitoring, and reporting for applicable grant projects and/or programs as required by funding sources and applicable regulations. Meets compliance with requirements. Monitors and manages funds and resolves conflicts between the City and funding entities. Participates in and assists with audits associated with applicable grant programs.
- Serves as a liaison between the City and external agencies for program activities to communicate grant program details.
- Assists in coordinating grant program activities with other internal departments and external agencies.
- Compiles and analyzes data for grant related, legally-mandated reports.
- Compiles and assists in the analysis of financial data related to grant program activities.
- Assists in the design and implementation of marketing and/outreach materials to ensure public exposure to program offerings.
- Attends and participates in a variety of meetings; represents the City on Local, State, and National committees, commissions, advocacy groups, and/or other related groups.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of financial management principles;
- Knowledge of community development principles and practices;
- Knowledge of program marketing principles;
- Knowledge of applicable Federal, State, and Local laws, rules, codes, ordinances, statutes, and regulations;

- Knowledge of recordkeeping principles;
- Knowledge of report preparation methods;
- Knowledge of grant administration principles and practices;
- Knowledge of contract management principles and practices;
- Knowledge of area resources;
- Skilled in compiling and analyzing data;
- Skilled in monitoring budgets;
- Skilled in supporting program activities;
- Skilled in managing and administering grants;
- Skilled in managing and administering contracts;
- Skilled in conducting outreach activities;
- Skilled in preparing program collateral and marketing materials;
- Planning, implementing, and managing program components;
- Skilled in interpreting complex documents;
- Skilled in identifying emerging trends, needs, and services;
- Skilled in assessing the consequences and outcomes of program initiatives;
- Skilled in ensuring compliance with applicable internal and external program requirements;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and
- procedures;
- Skilled in preparing clear and concise reports, including oral, written, and audio/visual presentations;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in a related field (e.g., Urban Planning, Business/Public Administration Economics).
- One year of related community services, community development or grant projects.
- Must possess a valid Texas Class C Driver's License.

PREFERENCES:

• None.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in both standard office and outdoor environments, with potential exposure to adverse weather conditions.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check