



<b>DATE</b>	Sept. 2007
<b>JOB CODE</b>	
<b>FLSA</b>	EXEMPT
<b>EEO</b>	

**JOB TITLE:** Senior Community Development Program Specialist  
**DEPARTMENT/DIVISION:** Environmental Services/Community Services  
**REPORTS TO:** Community Services Manager

**SUMMARY:**

Responsible for coordinating community development, grant programs and related activities to include assisting with implementation of grant projects, serving as a liaison between the City and program recipients, tracking expenditures, and preparing related reports. Work requires limited supervision and the use of independent judgment and discretion.

**ESSENTIAL JOB FUNCTIONS:**

- Researches grant funding opportunities and grant application processes
- Coordinates and evaluates day-to-day operations of an assigned community development program. Ensures compliance with applicable internal and external requirements.
- Coordinates the development, evaluation and implementation of program goals, objectives, activities, and strategic initiatives. Assesses consequences and outcomes of program initiatives.
- Coordinates the ongoing administration, monitoring, and reporting for applicable grant projects and/or programs as required by funding sources and applicable regulations. Coordinates 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.
- Coordinates People-Helping-People and Neighborhood Enhancement Matching Grant Programs and other social services assistance.
- Meets with applicants for grant programs to determine eligibility and the appropriate utilization of program funds.
- Determines funding feasibility and scope of grant projects
- Certifies project completeness of grant funded projects.
- Serves as a liaison between the City and applicable external agencies for program activities.
- Strategizes with other internal departments and external agencies to coordinate grant program activities.
- Reviews grant related, legally-mandated reports and correspondence for accuracy, completeness, and compliance.
- Maintains, reconciles, and manages program financial activities and information. Analyzes financial activities and data to identify trends, identify and correct inaccuracies, and to ensure compliance with program funds.
- Designs and implements maps to assess data and performance and marketing and/outreach materials to ensure public exposure to program offerings.

- Presents grant project scope, progress, and outcomes to a variety of audiences (e.g., Local, State, and National committees, commissions, advocacy groups, etc...).
- 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 geographic information systems;
- Skilled in monitoring budgets;
- Skilled in coordinating 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).
- Two years of related community development or grant project experience.
- 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.