

## COMMUNITY DEVELOPMENT PROGRAMS SPECIALIST

### **PURPOSE AND NATURE OF WORK**

This is an administrative and technical classification with primary responsibility for keeping abreast of regulatory and statutory requirements related to State/Federal grants, and ensuring compliance as grant recipient. These grants provide substantial funding for activities of the Community Development Department.

The work of this class entails field inspections and conducting meetings outside usual working hours. Work is performed under the general direction of the Community Development Grants Manager.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Assists with the preparation of the Consolidated Annual Plan required for submission of the Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) grant. Conducts public hearings and assures compliance with applicable statutory and regulatory requirements for labor, procurement, environmental review, equal opportunity, and citizen participation. Conducts research and analyses, reports on program accomplishments, and prepares reports or documents as required by granting agencies. Prepares monthly financial and progress reports, program amendments, and budget revisions when necessary.

Conducts yearly monitoring reviews on sub recipients. Meets with Department of Housing and Urban Development (HUD) staff during monitoring reviews. Assists in the preparation of the Consolidated Annual Performance and Evaluation Report (CAPER). Conducts client intake for housing programs. Works with local non-profit organizations utilizing grant funds provided through the Community Development Department. Serves as the information source on Housing and Urban Development matters.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Considerable knowledge of Community Development Block Grant, Home Investment Partnerships (HOME) programs, and Department of Housing and Urban Development requirements.

Knowledge of various wage and hour regulations and Acts governing federal grant awards.

Ability to establish and maintain effective working relationships with other employees, public officials, contractors, HUD representatives, other grant program representatives, non-profit organizations, engineers, and consultants.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to maintain necessary records and prepare required reports.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from a four year college or university with major course work in planning, public administration, or business administration, and administrative experience involving federal grant programs; or any equivalent combination of education and experience.