

## COMMUNITY DEVELOPER I

### NATURE AND VARIETY OF WORK

This is entry level professional work in the areas of (1) community liaison/development/advocacy or (2) social services work among client populations (e.g., youth, aged, community action, housing development, health, etc.). Incumbents participate in the collection, analysis and summarization of data relating to the administration of the program to which assigned. Work is performed under close supervision of a higher level Community Developer or other supervisory position. Work performance is evaluated in terms of accuracy and compliance with established guidelines and procedures.

Upon the satisfactory completion of a probationary period, entry level incumbents may, at management's discretion, be non-competitively promoted to the II full performance level.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Perform less complex entry level assignments.

Participates as a member of a community development research and planning team involving in collecting, analyzing and summarizing aggregates of data relating to such programs as housing, education, economic, aging, youth services, health services, etc.

Assists in the development of capital and operational plans for a large variety of social, economic and health related programs.

Performs spot-check home visits and prepares narrative reports on such visits.

Assists in determining long and short range goals and objectives for community development related programs.

Assists in collecting research information and analyzing data to track trends.

Provides counseling to clients and other assistance required in assigned program.

Acts as a contract advisor, financial advisor, or community organization specialist.

Meets with property owners in enforcement areas to discuss methods and procedures used

in real property rehabilitation and conservation work.

Assists property owners in arriving at agreements in accordance with local, state or federal guidelines.

Participates as a team member in more complex community development studies.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

#### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of sources of information and research methods in the fields of sociology, community planning, or public administration, especially as related to the particular program aspect of community development to which assigned.

Knowledge of human relations and group behavior, especially with respect to organizing and eliciting support for improvement programs for the disadvantaged.

Knowledge of the interrelationships of a variety of federal, state, and local public works, social service, law enforcement and educational functions, institutions and agencies.

Ability to work effectively as a team member.

Ability to work effectively with diverse population or their group representatives.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree with major course work in business or public administration, social service, sociology, psychology, or other fields; plus responsible work experience which includes coordination of group activities, preferably including work with disadvantaged individuals; or an equivalent combination of education and experience.

CREATED: 1/70

REVISED: 10/88