

COMMUNITY DEVELOPER II

NATURE AND VARIETY OF WORK

This is full performance level professional work whereby incumbents perform a variety of assignments 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 related data. Work is performed under general supervision of a higher supervisory position. Work performance is evaluated in terms of production, timeliness and successful completion of assigned responsibilities.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs the full range of duties and responsibilities assigned to this class.

Prepares written and oral presentations describing results of analyses of research and planning information relative to such programs as housing, education, economic, aging, youth services, health services, etc.

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

Assists in coordinating the activities of field personnel, including housing inspectors, financial advisors, community organizers, and contract administrators, involved in enforcement program.

Completes a variety of statistical and program reports necessary to insure continuation of local, state or federal assistance.

Investigates and reports upon alleged incidents of discrimination in housing, education, employment, and public accommodations.

Coordinates the activities of civic groups, churches, business, labor organizations, and other individuals or groups interested in fostering fair and impartial conditions in human relations.

Provides research and report writing assistance in the development of comprehensive

plans in support of local, state or federal community development functions.

Assists in the development and monitoring of financial accounting and management systems as they relate to specific programs.

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

Working knowledge of sources of information and research methods in the fields of physical, social, and/or economic community development, as well as human group behavior.

Working knowledge of the interrelationships between a variety of federal, state and local public works, utility, social service and law enforcement functions and agencies.

Ability to work effectively as a team member.

Ability to work effectively with diverse population or their group representatives as well as with representatives of social service agencies operating related programs.

Ability to collect and summarize, analyze and interpret a variety of socio-economic and related data.

Ability to describe observations, state arguments, and propose recommendations clearly, accurately, and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

Bachelor's Degree with major course work in business or public administration, social service, sociology, psychology, or other fields; plus one (1) year of responsible work experience; or an equivalent combination of education and experience.

CREATED: 1/70
REVISED: 10/72
REVISED: 10/88