

COMMUNITY DEVELOPER III

NATURE AND VARIETY OF WORK

This is senior 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 may perform the more complex community development assignments subject to extensive public contact. Work is performed under the general supervision of a Community Developer IV or other designated official. Work performance is reviewed in terms of production, timeliness, and the successful completion of assignments.

EXAMPLES OF WORK: (ILLUSTRATIVE ONLY)

Performs complex senior level assignments in programmatic areas.

May lead a group of subordinate personnel engaged in collecting and analyzing socio-economic and other pertinent data relative to local, state, or federal community development related programs.

Assist in the preparation of budgets for the assigned program.

Prepares applications for housing progress and other related activity.

Coordinates/prepares special project reports as required by grant agencies or other federal agencies.

Participates in the review of regulations and rules to ensure local, state and/or federal programs are being operated in compliance and recommends changes as appropriate.

Develops and maintains preventive maintenance, energy conservation, and security programs.

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

Serves as liaison between the assigned division/department and other agencies.

Represents the department/division at meetings.

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

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

Considerable knowledge of administrative interrelationships particular to those federal, state and local agencies which are currently funding or controlling the funding of community development programs.

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

Ability to provide liaison and coordinative services between those federal, state, and local agencies.

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

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

Ability to prepare reports requested by management.

MINIMUM QUALIFICATIONS

Bachelor's degree or public administration, social services, sociology, psychology, or related field; plus two (2) years of responsible community development supervisory work or an equivalent combination of education, experience and training.

CREATED: 9/71
REVISED: 10/88