

## COMMUNITY DEVELOPER IV

### NATURE AND VARIETY OF WORK

This is responsible professional principal work whereby incumbents perform a variety of assignments in the areas of (1) community liaison/ development/advocacy, or (2) social services among client populations (e.g., youth, aged, community action, housing development, health, etc.). Incumbents may supervise, but must lead subordinate positions. The complexity of major community development work assignments require the use of independent judgment, action, and initiative. Subject to extensive public contact, incumbents conduct a wide range of activities to ensure compliance with local, state, and federal codes. Work is performed under the general supervision of a higher level position. Work performance is evaluated through conferences, completed reports, and overall contribution to the assigned program.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs complex principle professional community development work within a major programmatic section/division in support of higher level officials.

Plans and coordinates the activities of a major and complex community development project or assignment from its initial inception to its ultimate completion in accordance with local, state and federal codes.

Plans and leads the work of professional and para-professional personnel engaged in the collection and analysis of socio-economic and other pertinent information.

Assists in the preparation of budgets for the assigned program or project.

Prepares applications for housing or other comparable programs administered by the County.

Coordinates the preparation of reports requested by higher authorities in support of respective program or project.

Reviews rules and regulations and seeks input from subordinates to ensure local, state and/or federal programs are being operated in compliance with established procedures and standards and recommends changes where appropriate.

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

Assists in the development of financial accounting and management systems.

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

Thorough 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, depending upon the division to which assigned.

Thorough 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 plan and coordinate the work of professional and sub-professional community development personnel in a manner conducive to full performance and high morale.

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 involved in programs of the division to which assigned.

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

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

### MINIMUM QUALIFICATIONS

Master's degree in business or public administration, social services, sociology, psychology, or other field(s), plus three (3) years of progressively responsible professional technical, analytical and developmental work experience; or an equivalent combination of education and experience.

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