

COMMUNITY DEVELOPER V

NATURE AND VARIETY OF WORK

This is management level 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.) function as a section/division chiefs. 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 supervisory official. Work performance is evaluated through conferences, completed reports, and overall contribution to the assigned program. Incumbents provide key management level administrative and technical support to a higher level manager.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

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

Prepares budgets for the assigned program or project.

Coordinates/prepares the preparation of applications for housing programs or other comparable programs administered by the County.

Coordinates/prepares preparation of project reports and ensures that such projects are completed in accordance with established time targets and guidelines.

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, 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 and supervises the operation of such systems where appropriate.

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

Extensive 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.

Extensive 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, direct and evaluate 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 related field(s); plus four (4) years of responsible experience in community development with (1) year in a lead/supervisory capacity; or an equivalent combination of education, experience and training.

CREATED: 10/88