

COMMUNITY DEVELOPMENT ASSISTANT III

NATURE AND VARIETY OF WORK

This is senior level para-professional work. Incumbents perform a variety of community development assistant assignments in support of a professional staff in such areas as (1) community liaison/ development/advocacy, or (2) social services among client populations (e.g., youth, aged, community action, housing development, health, etc.). Work is performed under the general supervision of a Community Developer or other designated supervisory position. Work performance is evaluated in terms of the effectiveness with which projects are carried out relative to goals and objectives of the organization or program.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Conducts fact-finding and assessment of client needs.

Establishes and maintains case files and records.

Schedules interviews for annual re-examination of income and determines need for interim rent charges.

Advises landlord and tenants of program regulations, policies and procedures; manages such funds as emergency financial assistance.

Assists supervisor in carrying out guidelines and programs; provides leadership/supervision over foster grandparents and subordinate community development assistants.

Arranges and supervises orientation training programs for volunteers; assists supervisor in planning award ceremonies, special events, etc.

Inspects new housing units for program compliance/acceptance; makes recommendations as appropriate.

Administers public housing sites in accordance with established policies and procedures; supervises administrative site budget planning.

Represents department/agency at various meetings regarding assigned program.

Compiles statistical data and maintains accurate retrievable records; prepares programmatic reports.

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 the project or program to which assigned.

Considerable knowledge of inspectional and/or group interaction techniques and methods.

Ability to apply applicable codes, laws and regulations as they relate to assigned function or task.

Ability to interview clients.

Ability to train, supervise or lead subordinate community development staff employees.

Ability to communicate effectively, both orally and in writing.

Ability to assimilate, interpret and execute federal, state, and local codes and regulations.

Ability to prepare a variety of records and reports for management purposes.

Ability to maintain accurate and retrievable records.

Ability to establish and maintain good will and effective working relationships with property owners, community action groups, and representatives of federal, state and local agencies.

MINIMUM QUALIFICATIONS

Graduation from high school, supplemented by college level work in business, psychology or sociology, and one (1) year of progressively responsible experience in community development field; or an equivalent combination of education, training and experience.

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REVISED: 10/88