



DATE	August 2023
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Community Development Program Specialist
 DEPARTMENT/DIVISION: Environmental Services
 REPORTS TO: Community Services Manager

SUMMARY: Under the general supervision of the Community Services Manager and Senior Community Development Specialist, the Community Development Specialist works managing community development and housing initiative programs related to Community Development Block Grant (CDBG), Residential Rehab, and Neighborhood Enhancement Programs. The position assists in planning, implementation, and administration of grant and city-funded housing and neighborhood improvement projects and programs. This position encompasses a high degree of technical, creative and organizational responsibility. The position performs complex studies, coordination of projects with city departments, residents and contractors, and provides technical assistance to a wide range of citizens.

ESSENTIAL JOB FUNCTIONS:

- Participates in the day-to-day evaluation, planning, and development of grant applications, annual plans, neighborhood improvements, and housing rehabilitation projects. Ensures compliance with applicable internal and external requirements.
- Participates in the development, evaluation, and implementation, and reporting of program goals, objectives, activities, and program initiatives. Assists in the assessment of consequences and outcomes of program initiatives.
- Supports the ongoing administration, monitoring, and reporting for applicable grant projects and/or programs as required by funding sources and applicable regulations. Monitors and manages funds and resolves conflicts between the City and funding entities.
- Plans, coordinates, and provides technical assistance between city departments, residents, contractors and other external agencies relating to grant program details and requirements.
- Maintains, reconciles, and manages financial activities and information. Analyzes financial activities and data to identify trends, identify and correct inaccuracies, and ensures compliance with program funds. Participates in and assists with audits associated with applicable grant programs.
- Compiles and analyzes data for grant related, legally-mandated reports.
- Coordinates with the Neighborhood Advisory Commission, city staff, and outside agencies on the development, implementation, and participation of public workshops and civic events.
- Coordinates correspondence with commissioners of the Neighborhood Advisory Commission relating to commission meetings, events, and inquiries about available grant programs.
- Assists in the design and implementation of marketing and/outreach materials to ensure public exposure to program offerings.
- Assists with reporting on program activities via federal on-line portals such as the Integrated Disbursement and Information System (IDIS), and HUD Environmental Review Online System (HEROS).
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

None.

- There are no supervisory responsibilities with this position.
- Reviews invoices on completed projects and submits for processing and payment.
- May participate in CDBG funding draws and allocations of funds to CDBG activities in IDIS.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of statistical and research methods pertaining to city economic and social composition.
- Knowledge of community development principles and practices;
- Knowledge of program marketing principles;
- Knowledge of applicable Federal, State, and Local laws, rules, codes, ordinances, statutes, and regulations;
- Knowledge of recordkeeping principles;
- Knowledge of report preparation methods;
- Knowledge of grant administration principles and practices;
- Knowledge of financial and contract management principles and practices;
- Knowledge of program marketing principles;
- Skilled in gathering and analyzing information and making recommendations based on findings in support of organizational goals.
- Skilled in geographical information systems (GIS), and web page management;
- Skilled in performing complex and multiple assignments concurrently while still maintaining attention to details.
- Skilled in operating a computer and related software applications.
- Skilled in monitoring budgets;
- Skilled in conducting and supporting program activities and outreach objectives;
- Skilled in managing and administering grants and contracts;
- Skilled in preparing program collateral and marketing materials;
- Skilled in planning, implementing, and managing program components;
- Skilled in interpreting complex documents;
- Skilled in identifying emerging trends, needs, and services;
- Skilled in assessing the consequences and outcomes of program initiatives;
- Skilled in ensuring compliance with applicable internal and external program requirements;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in communicating effectively with a variety of individuals.
- Ability to draft clear and concise reports and interpret appropriate regulations.
- Ability to plan, organize, and prioritize multiple assignments, work with general supervision, and make sound independent decisions.
- Ability to work independently and as part of a team.
- Ability to respond appropriately and promptly to public inquiries;
- Ability to communicate effectively both orally and in writing and establish cooperative working relationships with city and outside service agencies.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in a related field (e.g., Urban Planning, Business/Public Administration Economics).
- One year of related community services, community development or grant projects.
- Must possess a valid Texas Class C Driver's License.

PREFERENCES:

- Bachelor's Degree in a related field (e.g., Urban Planning, Business/Public Administration Economics).
- One year of related community services, community development or grant projects.
- Must possess a valid Texas Class C Driver's License.
- Spanish/English Bilingual skills

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in both standard office and outdoor environments, with potential exposure to adverse weather conditions.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check