



DATE	August 2023
JOB CODE	
FLSA	EXEMPT
EEO	

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

SUMMARY: Under the general supervision of the Community Services Manager and Environmental Services Director, the Senior Community Development Specialist works managing community development and housing initiative programs including but not limited to the Community Development Block Grant (CDBG) program and Residential Rehab Incentives program. 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 as well as the exercise of considerable independence in the performance of complex studies, coordination of projects, and providing technical assistance to a wide range of citizens. The position may exercise technical or project supervision over less experienced Community Development Specialists.

ESSENTIAL JOB FUNCTIONS:

- Participates in the evaluation, planning, and development of grant applications, annual plans, and neighborhood improvements.
- Identifies and documents community development needs, plans, projects, and strategies to address those needs, and effectively utilize city staff or other available resources for successful project implementation and control. Assesses consequences and outcomes of program initiatives.
- Coordinates the ongoing administration, monitoring, and reporting for applicable grant projects and/or programs as required by funding sources and applicable regulations. Coordinates compliance with requirements with subgrantee agencies and city departments. Monitors and manages funds and resolves conflicts between the City and funding entities. Participates in and assists with audits associated with applicable grant programs.
- Participates in the administration of the CDBG program including environmental assessments, Davis-Bacon compliance, process payment requests, and monitoring of program projects.
- Assists with reporting on activities on federally funded projects by using federal-online portals such as Integrated Disbursement and Information System (IDIS), Environmental Review Online System (HEROS), and the System for Award Management (SAM).
- Coordinates with the Community Development staff regarding rehab programs, incentive programs, matching grant programs and other social service assistance.
- Meets with applicants for grant programs to determine eligibility and the appropriate utilization of program funds.
- Determines funding feasibility and scope of grant projects
 Certifies project completeness of grant funded projects.
- Serves as a liaison between the City and applicable external agencies for program activities. Strategizes with other internal departments and external agencies to coordinate grant program activities.
- Reviews grant related, legally-mandated reports and correspondence for accuracy, completeness, and compliance.
- Coordinates the Neighborhood Advisory Committee meetings, events, and

correspondence with the commissioners.

- Maintains, reconciles, and manages program financial activities and information. Analyzes financial activities and data to identify trends, identify and correct inaccuracies, and to ensure compliance with program funds.
- Designs and implements maps to assess data and performance and marketing and/outreach materials to ensure public exposure to program offerings.
- Presents grant project scope, progress, and outcomes to a variety of audiences (e.g., Local, State, and National committees, commissions, advocacy groups, etc...).
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Lead responsibility of other Community Development Specialists.
- Participates in CDBG funding draws and allocations and reporting in IDIS.
- Participates in reviewing, interviewing, and hiring of candidates for vacant Community Development Specialist positions.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of financial management principles;
- Knowledge of statistical and research methods pertaining to city economic and social composition.
- Knowledge on development of the five-year Consolidated Plan, the Analysis of Impediments, the yearly One-Year Plan of Action, the yearly Consolidated Annual and Evaluation Report, all required by the U.S. Department of Housing and Urban Development.
- 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 and contract management principles and practices in public and non-profit sectors;
- Knowledge of area resources;
- Skilled in geographic information systems;
- Skilled in coordinating program activities; Skilled in managing and administering grants, contracts, and budgets.
- Skilled in conducting outreach activities;
- Skilled in preparing program collateral and marketing materials; 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 preparing clear and concise reports, including oral, written, audio/visual presentations, and interpreting regulations.
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;

- Skilled in operating a computer and related software applications;
- Ability to communicate effectively both orally and in writing and establish cooperative working relationships with city staff and outside service agencies.
- Ability to work independently and as part of a team.
- Ability to perform complex and multiple assignments concurrently while still maintaining attention to details.
- Ability to respond appropriately and in a timely manner to public inquiries.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in a related field (e.g., Urban Planning, Business/Public Administration/Economics).
- Two years of related community development or grant project experience. Must possess a valid Texas Class C Driver's License.
- Knowledge of reporting functions within the IDIS system.

PREFERENCES:

- Master's Degree in a related field (e.g., Urban Planning, Business, Public Administration, or Economics)
- Two years of related community development or grant project experience.
- 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.

