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## COMMUNITY DEVELOPMENT SPECIALIST 1

### **Nature of Work**

Performs beginning level professional work in a varied number of community and economic development activities in the state. May work in one or more specialty areas: planning, grants management, regional community development coordination, delivery of technical assistance programs, or community development program management. Assists higher level specialists in the area of assignment. Performs related work as required.

### **Distinguishing Characteristics**

This is the first level in the Community Development Specialist series. The Community Development Specialist 1 performs at the beginning level assisting higher level specialists in the area of assignment.

### **Examples of Work**

- Assists in identifying community and economic development needs through meetings with state, regional, and local government officials, community leaders, and private sector parties, and by collecting relevant economic and demographic data.
- Assists in developing state and federal grant-in-aid and/or technical assistance programs to meet community and business needs by designing program guidelines, eligibility criteria and application forms.
- Assists in collaborating with state and federal government officials in the development and administration of federal grant-in-aid and/or technical assistance programs.
- Assists in conducting workshops and meetings to advise local officials and other interested parties of programs and trains officials in grant application procedures and grants administration.
- Assists in reviewing grant-in-aid applications for accuracy in such areas as financial documentation, environmental impact, public notification, civil rights, engineering review, etc.
- Assists local grant officials and institutional contractors in establishing files, financial records systems, record keeping, purchasing procedures and reporting applications.
- Monitors the local administration of state and federal grants to assure compliance with grant requirements.

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**COMMUNITY DEVELOPMENT SPECIALIST 1 - CONT'D.**

**Examples of Work - Cont'd.**

Oversees the close-out audit at termination of grant to assure grant funds were properly spent and appropriate records maintained.

Prepares both verbal and written reports regarding project progress.

**Knowledge, Skills and Abilities**

Knowledge of state and federal grant-in-aid and/or technical assistance programs for community and economic development.

Ability to develop state grant-in-aid programs.

Ability to train local officials and interested parties in grants administration and application procedures.

Ability to review grant applications and financial records for accuracy and compliance with established guidelines.

Ability to speak before public meetings to explain state and federal grant-in-aid and/or technical assistance programs.

Ability to prepare written reports.

**Minimum Qualifications**

**Training:** Graduation from an accredited four-year college or university.

Established: 9/16/93

Revised: 2/16/95, 11/4/96, 7/17/97, 11/12/97

Effective: 11/12/97