

COMMUNITY DEVELOPMENT SPECIALIST 2**Nature of Work**

At the full-performance level, performs professional work in a varied number of community 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. Accountable for established objectives in the specialty area. May plan, organize and coordinate a moderately complex project or grant in the area of assignment. May supervise lower level personnel. Performs related work as required.

Distinguishing Characteristics

The Community Development Specialist 2 is distinguished from the Community Development Specialist 1 by performing at the full-performance level complex projects or grants in the area assigned. Positions at this level may supervise lower level personnel. The Community Development Specialist 3 differs by the responsibility of complex statewide grant projects or programs, and performs as a senior specialist in the area of assignment.

Examples of Work

Identifies 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.

Develops 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.

Collaborates with state and federal governmental officials in the development and administration of federal grant-in-aid and/or technical assistance programs.

Conducts workshops and meetings to advise local officials and other interested parties of programs and trains officials in grant application procedures and grants administration.

Reviews grant-in-aid applications for accuracy in such areas as financial documentation, environmental impact, public notification, civil rights, engineering review, etc.

Recommends to superiors the approval of grant requests with highest need priority after review of all applications.

COMMUNITY DEVELOPMENT SPECIALIST 2 - CONT'D.

Examples of Work - Cont'd.

Assists local grant officials and institutional contractors in establishing files, financial records systems, recordkeeping, purchasing procedures and reporting requirements.

Monitors the local administration of state and federal grants to assure grant funds were properly spent and appropriate records maintained.

Prepares both verbal and written reports regarding project progress.

May supervise a group of employees in similar program area.

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 and/or technical assistance programs.

Ability to work effectively with local, regional, and state officials and community leaders to identify community and economic development needs.

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 of grant-in-aid and/or technical assistance programs.

Minimum Qualifications

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

Experience: Two years of full-time or part-time equivalent paid professional experience in grants development or grants administration, delivery of technical assistance programs, industrial development, community development, planning, project administration, business administration, public administration or criminal justice.

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COMMUNITY DEVELOPMENT SPECIALIST 2 - CONT'D.

Minimum Qualifications - Cont'd.

Substitution: A master's degree from an accredited college or university may substitute for one year of the required experience.

Established: 9/16/93
Revised: 2/16/95, 11/4/96, 7/17/97, 11/12/97
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