

COMMUNITY DEVELOPMENT SPECIALIST 3**Nature of Work**

At the advanced level, performs 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. Typically is held responsible for a complex statewide grant project or program, or performs highly complex work as a senior specialist in the area of assignment. Supervises lower level personnel. Performs related work as required.

Distinguishing Characteristics

The Community Development Specialist 3 is distinguished from the Community Development Specialist 2 by the complex assignment of a statewide grant project or program, or performs the complex work as a senior specialist in the area of assignment. Supervises lower level personnel.

Examples of Work

- Supervises the identification of community and economic development needs through meetings with state, regional, and local government officials and community leaders, and private sector parties, and by collecting relevant economic and demographic data.
- Supervises the development of 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, identifies and develops staff training programs.
- Collaborates with state and federal government 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 grant 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 3 - 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.
- Supervises staff monitoring of the local administration of state and federal grants to assure compliance with grant requirements.
- 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.
- Provides supervision, leadership and technical advise to other personnel.
- Identifies and develops staff training programs.

Knowledge, Skills and Abilities

- Knowledge of state and federal grant-in-aid and/or technical assistance programs for community and economic development.
- Ability to supervise the work of others.
- 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 development needs.
- Ability to train local officials in programs available.
- 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.
- Ability to train others.

Minimum Qualifications

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

Experience: Four 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,

8673

COMMUNITY DEVELOPMENT SPECIALIST 3 - CONT'D.

Minimum Qualifications - Cont'd.

Experience - Cont'd.: project administration, business administration, public administration or criminal justice.

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

Effective: 11/12/97