

Class Concept

Positions provide consultative and promotional work assisting local communities in various developmental programs. Positions are responsible for consulting with local officials and community leaders for the purpose of providing them with assistance in mobilizing human, natural, and economic resources to achieve maximum development. Positions disseminate information concerning various programs; assist in grant application preparation, and review and monitor those programs; assist Community Action Agencies in development of personnel and fiscal policies, board structure, and train staff members; promote participation of local jurisdictions through providing information and describing programs geared to developing local resources; consult with local government officials and public and private agencies to increase the overall effectiveness of the economic development program at the local level; review projects that are forwarded from local jurisdictions for funding; review and prepare summary memorandum for supervisor's approval.

Positions also assist Community Action Program agencies in the develop of employment programs for low income people in public agencies; contact local officials, community leaders, and local industrialists for purpose of familiarizing themselves with the Multi-County Economic District; promote the urban information center through visits to municipal and county governments; collect information that will be useful to urban information center in identifying problems and designing programs of assistance for municipalities and counties; and assist local officials in planning, organizing, implementing, and evaluating a comprehensive highway safety program in keeping with established professional standards. Work involves contact with officials and staff personnel at the State level, as required, in the analysis of proposed and on-going programs. Work is performed under the general supervision of a Community Development Specialist II or other higher level supervisor and is subject to review through periodic reports, conferences, and evaluation of results achieved.

Recruitment Standards

Knowledges, Skills, and Abilities

- General knowledge of the principles and methods of community organization
- General knowledge of various federal programs available to the staff for economic development
- General knowledge of economic, social, and technological needs of various areas within the State and resources available to meet them
- General knowledge of the principles and practices of public and business administration as they relate to economic development
- Ability to organize and assist in the conduct of public meetings and conferences
- Ability to speak effectively in public and to express ideas clearly in written form
- Ability to analyze situations accurately and to adopt an effective course of action
- Ability to establish and maintain effective working relationships with interested organizations, agencies, and individuals

Minimum Education and Experience

Bachelor's degree in sociology, psychology, political science, business administration, public administration, or related field from an appropriately accredited institution and three years of experience related to the specific program assignment; or an equivalent combination of education and experience.