

Class Concept

Positions at this level are the lead technical experts or supervisors of subordinate personnel that supports the community program functions. The Community Development Specialist II is responsible for working with community and local leaders in the supervision of initiatives of a complex nature or in-depth process that includes analysis, feasibility studies, and resource allocation. The programs may involve various aspects of state and federal policies. The position is responsible for attending meetings, seminars, and conferences to attain knowledge and best practices relative to community development programs. Positions are responsible for the consultation with local leaders to identify problems; make arrangements for conferences and workshops to be conducted jointly with state agencies, and other public and private groups for the purpose of finding solutions for problems confronting local government; review project proposals from local jurisdictions where special problems exist; coordinate in conjunction with other staff members, technical assistance and training; promote, through the use of subordinate personnel and through personal visits to municipal and county governments, the urban information center which contains information useful in helping municipalities and county governments identify and resolve problem; serve as project director on safety projects conducted in state agencies and political subdivisions; and develop projects to be included in state's annual and long-range safety programs. Positions communicate with officials and staff personnel at the state level, as required, in the analysis of proposed and on-going programs. Work is performed independently under general supervision of a program or administrative superior and is reviewed through periodic reports, conferences, and evaluation of results achieved.

Recruitment Standards

Knowledge, Skills & Abilities

- Considerable knowledge of the principles and methods of community organization
- Considerable knowledge of economic, social, and technological needs in various areas within the state and resources available to meet them
- Working knowledge of the principles and practices of public and business administration as they relate to economic development
- Working knowledge of various federal programs available to the state for 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 writing
- Ability to analyze situations accurately and to adopt an effective course of action
- Ability to establish and maintain effective relationships with interested organizations, agencies, and individuals

Minimum Education & Experience

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

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.