

COMMUNITY DEVELOPMENT SPECIALIST I

NATURE OF WORK

This is consultative and promotional work assisting local communities in various developmental programs.

Employees 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. Work includes disseminating information concerning various programs, assisting in grant application preparation, and reviewing and monitoring those programs in operation. 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.

ILLUSTRATIVE EXAMPLES OF WORK

Assists Community Action Agencies in development of personal and fiscal policies board structure, and training staff members in functions they will perform.

Promotes participation of local jurisdictions through providing information and describing programs geared to developing local resources.

Consults with local government officials and public and private agencies to increase the overall effectiveness of the economic development program at the local level.

Reviews projects that are forwarded from local jurisdictions for funding; if project is funded, reviews and prepares summary memorandum for supervisor's approval.

Assists Community Action Program agencies to develop employment programs for low-income people in public agencies.

Contacts local officials, community leaders, and local industrialists for purpose of familiarizing them with the Multi-County Economic District.

Promotes the urban information center through visits to municipal and county governments; collects information that will be useful to urban information center in identifying problems and designing programs of assistance for municipalities and counties.

Assists local officials in planning, organizing, implementing, and evaluating a comprehensive highway safety program in keeping with established professional standards.

Performs related work as required.

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 TRAINING AND EXPERIENCE REQUIREMENTS

Graduation from a four-year college or university and three years of experience, preferably in a field related to the specific program assignment; or an equivalent combination of training and experience.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS FOR A TRAINEE APPOINTMENT

Graduation from a four-year college or university; or an equivalent combination of training and experience.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.