

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 278

COMMUNITY DEVELOPMENT PROGRAM SPECIALIST

GENERAL

Professional planning work for the Block Grant Program and other Community Development programs. Work is performed under supervision of the Community Development Coordinator.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Analyzes the various federal grants listing literature for potential sources of funding for economic development projects.

Analyzes the various statewide grants listing literature for potential sources of funding for economic development projects.

Initiates the correspondence and paper trail necessary in securing the funding for said economic development projects.

Drafts all necessary application and/or proposals for securing of said funding.

Coordinates communication throughout application, funding and/or post-funding periods with funding source agencies and/or organizations.

Implements project objectives when funding is provided by doing all that is necessary to guarantee success of projects.

Initiates and monitors the RFP and contract designation process from start to finish.

Promotes the projects city, county and state wide as models for economic development catalyst.

Develops a comprehensive plan for economic development within targeted redevelopment area.

Delineates action steps for implementation of comprehensive plan for economic development. Organizes and consults with local business owners to structure local business/economic development.

Assists local entrepreneurs and business owners with business management training and business planning consultations on-going basis.

Interacts consistently with all financial institutions as potential sources of funding for projects and/or area businesses.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of planning principles and practices as applied to the collection of community planning data and preparation of written and graphic reports. Some knowledge of the principles, techniques and objectives of a Community Development Block Grant Program. Some knowledge of basic account receivables records.

Ability to direct and participate in complex planning studies, to analyze information and to formulate substantive recommendations. Ability to interpret laws, rules and regulations. Ability to communicate both written and orally. Ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS

Bachelor's degree in Planning, Public/ Business Administration or a closely related field. Considerable professional experience in community development or planning.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. 7/95

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.