

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 278

COMMUNITY DEVELOPMENT PROGRAM SPECIALIST

GENERAL

Professional planning work for Office of Housing and Urban Improvement programs. Informs property owners of new construction or rehabilitation programs, ensures program requirements are met, and coordinates new construction as well as rehabilitation work in partnership with the Construction Manager and other OHUI staff. Primarily responsible for all program client intake, client income certification, file documentation and other related activities designed to assure that individual files are handled and maintained in accordance with all applicable Federal, State and Local laws, rules, regulations and City program requirements Performs other work as required by the OHUI Director.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are 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.
- Knowledge of the principles, techniques and objectives of a Community Development Block Grant program and HUD housing programs.
- Knowledge of basic account receivables records.
- Knowledge of construction requirements and contracts

- Ability to direct and participate in complex planning studies, to analyze information and to formulate substantive recommendations.
- Skills to effectively communicate and interact with others.
- Ability to interpret laws, rules and regulations.
- Ability to communicate both written and orally.
- Ability to establish and maintain effective working relationships.
- Ability to explain OHUI programs clearly and effectively to groups and individuals.
- Ability to operate office related equipment
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

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.

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

Rev 12/16

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Pay Grade/Group: 26/50

Location: OHUI

GERS: Regular: Regular Class