COMMUNITY DEVELOPMENT PROGRAM SPECIALIST 271-K

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of technical support, research based and clerical support duties to assist the Grants Department with the implementation of existing and new grant initiatives for the County or its municipalities. Incumbent will assist in the planning and participation of activities, forum, symposiums, conferences and events that market education & technical assistance to internal and external clients. Work is performed under general supervision of the Community Development and Grants Supervisor with leeway for independently performing the duties of the position.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assists in conducting and coordinating field inspections in housing and community programs;

Provides research, analysis and organization of data and written documents for the purpose of creating new initiatives and enhancement of existing programs;

Assists in the verification and eligibility of program participants;

Answers incoming inquires from program clients, borrowers, architects & engineers;

Reviews loan and grant applications for completeness and adequacy;

Collects program income and maintains account keeping records as well as a payment tracking system;

Provides internet research for new initiatives and existing programs for the Grants Department;

Assists in the assembling, packaging and submission of comprehensive funding and loan applications to Federal, State and local agencies;

Maintains records, resources and databases for preparing periodic reports for community programs;

Coordinates and schedules appointments of grants administration staff;

Attends and assists in capacity building and technical assistance provisions for municipal and non-profit agencies;

Types correspondence, letters, transcripts, etc.;

Analyzes statistical and other data to determine which applications should be filed;

Assists in the preparation of oral and graphic presentations to inform the legislative bodies, governing boards, community organizations, and the general public concerning grant programs;

Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of federal and state community development program requirements; working knowledge of the community development needs of a municipality; knowledge of federal and state aid or grant programs available for the county or municipality; knowledge of modern methods used in keeping and checking financial records and accounts; knowledge of the preparation and use of statistical and research concepts and methods; ability to make arithmetic computations involving fractions, decimals and percentage accurately; ability to conduct grant application activities, including research, analysis, and writing comprehensive studies and reports; ability to understand and interpret charts, written text and tabular information and material; ability to make clear and concise oral and graphic presentations; ability to express oneself clearly; ability to get along well with others; and resourcefulness.

MINIMUM QUALIFICATIONS: Either

(A). Possession of an Associate's degree and; or

(B) Graduation from high school or possession of a High School Equivalency Diploma and two years of full-time clerical experience in business administration, public administration, economics, social services, planning or a related field; or

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.