

**COMMUNITY DEVELOPMENT AND GRANTS/COMMUNITY REHABILITATION  
SPECIALIST**

DISTINGUISHING FEATURES OF THE CLASS: This position involves the development and implementation of community development plans for the county, and the performance of technical duties in connection with identifying, applying for, and administering state and federal grants for the county and its municipalities. Incumbent is responsible for properly and accurately completing grant applications and administering funded programs. Work is performed under general supervision.

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 developing and preparing a county community development plan and program of implementation as required by local, state or federal legislation, for the county and individual municipalities;

Implements community development plans and programs;

Researches appropriate materials and literature related to federal and state aid programs;

Prepares grant applications for private, state and federal financial assistance on behalf of the county and its municipalities;

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

Coordinates the activities of various local governmental organizations relating to their common interests in applying for grants;

Inspects properties in designated locations to determine code violations and/or plumbing, heating, electrical, sewerage, structural or mechanical deficiencies;

Prepares written descriptions of property deficiencies identifying specific problems by trade;

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Meets with property owner to determine priorities in home maintenance and remedial card and to prepare rehabilitation specifications;

Determines specific remedial actions to be taken and sets minimum standards in workmanship and materials;

Provides direction and supervision to other staff performing similar job duties;

Prepares an estimate of cost for necessary home repairs;

Assists in preparation of contract between property owner and contractors;

Secures bids from contractors and makes recommendations in contract;

Prepares and conducts oral and graphic presentations to inform legislative bodies, governing boards, agency heads, and the general public concerning grant programs;

Administers and monitors grant program awarded to the county and its municipalities to ensure compliance with applicable laws, rules, and regulations.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of federal and state community development program requirements; good knowledge of the community development needs of the county; good knowledge of federal and state aid or grant programs available for the county and/or its municipalities working knowledge of the preparation and use of statistical and research concepts and methods; good knowledge of Request for Proposal and Bid procurement practices for services required in the construction of public facilities, housing rehabilitation; good knowledge of building codes; ability to conduct grant application activities, including research, analysis, and writing comprehensive studies and reports; ability to make clear and concise oral and graphic presentations; ability to express oneself clearly; Ability to get along well with others; and

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resourcefulness.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a High School Equivalency Diploma and either;

- (A) Possession of a Bachelor's degree and one year of full-time experience in business administration, public administration, economics, social services, planning, or a related field; or
- (B) Five years of experience as indicated in (A) above; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.\

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 7/25/01

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 1/3/2023

Revised and Replaced in Classplan: 12/13/2024 (Edu)