

ORANGE COUNTY CLASS SPECIFICATION

TITLE: COMMUNITY DEVELOPMENT SPECIALIST **GRADE:** 12

TITLE ABBREVIATION: COMM DEV SPEC **TITLE NO.:** 6183

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** AS **FLSA CODE:** NE

DEPARTMENT: COMMUNITY DEVELOPMENT **DIVISION:**

SUPERVISOR'S TITLE: DIRECTOR OF COMMUNITY DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: This work involves assisting in the organization and management of federal and state Housing and Community Development grants including the Community Development grant programs for Orange County. These programs involve the distribution of grant monies from the U.S. Department of Housing and Urban Development (HUD) to participating municipalities, agencies and residents in Orange County. The incumbent assists in compiling, analyzing and reporting various housing statistics and related data. Work is performed under the supervision of the Director of Community Development with leeway allowed for the use of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists in the administration and management of federal and state Housing and Community Development grant programs, including but not limited to, Community Development Block Grants, Lead Safe Orange, HOME Investment Partnerships Program and the Rental Rehabilitation Program;
2. Serves as a resource for municipal agencies, private industry groups, community and faith based organizations, private contractors, and the general public;
3. Aids various program participants in the development of project proposals; reviews proposals and applications for program eligibility and makes recommendations for funding to the Director;
4. Assists in the implementation of program standards and guidelines for evaluating and monitoring programs and projects funded by federal or state grants;
5. Assists in the preparation and review of a variety of legal documents including grant agreements, contracts and legal advertisements;
6. Participates in compiling data and preparing reports for HUD and other governmental agencies;

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7. Assists in the preparation of documentation for submission to the New York State Office of Parks, Recreation and Historic Preservation for review and compliance;
8. Assists in the preparation of environmental reviews for federal and state assisted projects including environmental assessments and flood plain reviews;
9. Assists in outreach efforts to solicit minority and women owned businesses and contractors for federally assisted projects;
10. Assists in the development of housing programs including acquisition, new construction and rehabilitation by acting as liaison with local banks, realtors, nonprofit organizations and other federal, state and local agencies;
11. Participates in conducting workshops, panels and conferences regarding grant-funded programs;
12. Assists Director in conducting studies, surveys and projects as required;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of federal and state community development programs; good knowledge of federal and state regulations and guidelines; good knowledge of the principles and practices of public administration; working knowledge of contract administration; ability to understand and compute mortgage calculations; ability to work well with federal, state and municipal officials and the public; ability to communicate effectively both orally and in writing; ability to prioritize multiple tasks; resourcefulness; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Urban Studies, Planning, Geography, Community Development, Business or Public Administration, Architecture or related field; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and two (2) years of experience in a public or private agency assisting in the implementation of community development or housing programs, HUD contracts or municipal or regional planning; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as described in (B) above.