

LAKE CUMBERLAND AREA DEVELOPMENT DISTRICT POSITION DESCRIPTION

Class Title: Community Development Specialist

Department: Community/Economic Development

Supervisor: Director of Community/Economic Development

Supervises: None

Class Characteristics: Performs professional work in the development, implementation and monitoring of community and economic development programs; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Assists local governments with planning potential projects.
2. Assists local officials with preparation of pre-applications and applications for CDBG, EDA, ARC, State Surplus, KIA, Rural Development, and any other applicable funding source. Application procedures include the compilation of application documentation.
3. Attends site visits with DLG staff for projects being considered for funding.
4. Attends meetings for funded projects with DLG staff to discuss implementation.
5. Works with local governments in implementing all community/economic development projects.
6. Administers funded projects, including preconstruction conferences, progress meetings, preparing draw requests, checking with contractors for compliance, preparing required reports, etc.
7. Assists local governments in establishing incentives to attract and retain new and expanding businesses.
8. Prepares community and economic development plans.
9. Assists local governments in the procurement of professional services.
10. Provides information and technical assistance to developers.
11. Attends state training.
12. Prepares and maintains records and filing system.

DESIRABLE QUALIFICATIONS

Training and Experience: Bachelors degree Public Administration, Business Administration, Economics, Accounting, or closely related field supplemented by one year work experience in related field. If required by the funding agency, the employee will be licensed or certified.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of local government operations.
2. Knowledge of federal and state funding agencies, grant programs, etc.
3. Knowledge of federal and state regulations, policies, and procedures dealing with economic and community development in local governments.
4. Knowledge of the location and types of business and industry in the region.
5. Knowledge of basic principles and practices of financial packaging.
6. Knowledge of the demographics of the region.
7. Knowledge of the organization, functions and problems of local government.
8. Knowledge of grant and loan programs available to local governments.

Skills:

1. Technical writing skills.
2. Public speaking skills.
3. Oral and written communication skills.
4. Organizational skills.
5. Computer skills, including word processing, spreadsheet, etc.

Abilities:

1. Ability to communicate effectively, orally and in writing.
2. Ability to work independently and without supervision.
3. Ability to prioritize work and meet deadlines.
4. Ability to exercise initiative and judgment.
5. Ability to make decisions within scope of assigned authority.
6. Ability to be organized and punctual.
7. Ability to initiate, organize, and manage grant applications; ability to administer approved projects.
8. Ability to manage several projects at the same time.
9. Ability to establish and maintain effective working relationships with federal, state and local officials and administrators, employees, and the general public

ADDITIONAL INFORMATION

Instructions: Somewhat general; many aspects of the work are covered specifically, but also must use own judgment.

Processes: Frequently required to refine existing work methods and develop new techniques, concepts, or programs within established limits or policies.

Review of Work: Completed work is generally not reviewed unless requested.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is required.

Decisions and Judgments: Consideration of alternatives when a project is not funded by an agency; project costs versus funds available.

Tools, Equipment and Vehicles Used: Basic office equipment (computer, calculator, fax machine, copier, telephone); must operate vehicle as a job requirement.

Physical Demands: Work is typically performed indoors at a desk or table with intermittent sitting, standing and stooping; work is occasionally performed outdoors; must lift objects weighing in excess of 25 pounds; must operate a vehicle as a requirement of the job; some exposure to fumes, chemicals or toxic substance.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular and frequent use of confidential information is a job requirement.

Mental Effort: Heavy.

Interruptions: Frequent to Constant.

Special Licensing Requirements: Must possess and maintain valid driver's license.

Availability: N/A.

Certification Requirements: Must attend annual funding agency training, earn CDBG Administrator Certification, and maintain certification through re-certification processes.

Additional Requirements: Must be able to attend meetings during evenings and weekends. Travel is required, including overnights and weekends.

Overtime Provision: To be determined by current federal and state regulations.

AGENCY EXPECTATION STATEMENT

In the performance of their respective tasks and duties all employees are expected to:

1. To be knowledgeable and follow all policies and procedures set by LCADD. Support the overall work and functions of LCADD.
2. Interact professionally with other employees, customers/clients, outside agencies and the community. Show dedication to meeting the expectations and requirements of internal and external customers.
3. Show commitment to the LCADD region and accountability and ownership of work.
4. Work effectively as a team contributor on all assignments.
5. Work independently while understanding the necessity for communicating and coordinating work efforts with supervisor, fellow employees and organizations.
6. Perform quality work within deadlines with or without direct supervision.

*The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.