



COMMUNITY DEVELOPMENT SPECIALIST

DEFINITION

Under supervision of the Community Development Director or his/her designee, perform responsible clerical and technical duties in support of the Planning/Building and Public Works Departments of the City; assist the Grants/Redevelopment Program Manager with Community Development Block Grants (CDBG), housing program activities, grants, events, economic development and redevelopment activities, as assigned; and do related work as required.

DISTINGUISHING CHARACTERISTICS

This class is characterized by the responsibility to perform work which requires the application of technical knowledge, procedures and standard practices related to clerical activities, grants administration and implementation, basic accounting skills, excellent writing and verbal skills, ability to deal with the public, and other related areas.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

- ▶ Act as the initial point of contact for the Planning/Building Department, including answering telephones and distributing messages, receiving and interviewing clients/visitors, contacting public and elected officials, returning calls, as required.
- ▶ Implement and enforce the City's sign regulations, including review of sign plans, consultation with the Community Development Director or City Building Inspector as necessary, issuance of sign permits, preparation of staff reports to the City Planning Commission as assigned, preparation of enforcement letters, or field inspections, as examples.
- ▶ Assist in building permit issuance, including receipt of plans, routing to City Building Inspector, minor plan check and permit issuance as directed by inspector, contact property owners or building contractors, collect building permit and impact fees, as examples.
- ▶ Assist with City Planning Commission and City Council activities, including receiving applications, preparation of mailing lists, field inspections, preparation of minor design review reports, copy and collate reports, preparation and distribution of agenda packets; work occasional evenings and when meetings are scheduled, as examples.
- ▶ Performs responsible clerical duties, including the maintaining of files, typing/copying of required monthly/quarterly/annual reports, staff reports, agendas, memorandums, mailing lists; all requiring accurate and comprehensive computer skills.
- ▶ Assists with housing program activities, including initial contact with clients, schedule and conduct meetings with clients, process applications, collect payments,

- and file management. Prepare housing program reports, loan documents applications, make field inspections, monitor program progress, and contract compliance.
- ▶ Maintains Planning and Building Department office supplies and orders new supplies as needed. Monitors use and maintenance needs of copy machine, fax machine, and other office equipment.
 - ▶ Attend and participate in the Planning/Building and Public Works Departments' monthly staff meeting, take minutes, and distribute accordingly.
 - ▶ Web page management to support planning, building, public works, housing, redevelopment and economic development functions.

QUALIFICATIONS

Knowledge of:

Modern office procedures, clerical functions, and basic accounting skills; computer hardware and software; record keeping methods and practices; the preparation and presentation of clear, concise written and/or verbal reports; English usage, spelling, grammar and punctuation; and grant and contract implementation and administration.

Ability to:

Independently process/prepare reports, memoranda, permits in support of the Departments' functions; maintain accurate records; research regulations, procedures and/or technical reference materials; maintain confidentiality of information; comply with laws and regulations governing planning, building and public works services and operations; organize and prioritize work; operate typical office machines and personal computer; communicate clearly verbally and in writing; follow verbal and written instructions; and establish and maintain cooperative working relationships with those contacted in the course of work.

Education/Experience:

Any combination equivalent to experience and education that would provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be: Experience - Sufficient experience performing similar duties to demonstrate possession of the required knowledge and abilities; Education - Completion of high school, supplemented by courses in secretarial, accounting, computers, government, or construction, as examples.

At date of appointment to the position, must possess a valid Class C California Drivers License, and have a responsible driving record.

Must attain Notary Public License within one year of appointment.

WORKING CONDITIONS

Current physical and mental requirements for this job are: frequent sitting and standing; occasional walking, including up and down stairs and along City streets; occasional bending, twisting, squatting, and kneeling; finger manipulation ability (keyboard dexterity/grasping); work in an environment with frequent interruptions, distractions and change in priorities; think clearly in emergency situations; complete work under inflexible deadlines; have the memory capacity to recall names, places, details and events; distinguish between critical information and background noise/distractions; solve problems based upon application of established policies and procedures; select, interpret and apply standard concepts and procedures to solve problems; and have oral communication skills sufficient enough to allow for clear and unambiguous information transmission.