

COMMUNITY DEVELOPMENT OUTREACH SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Director of Community Development and in cooperation with other professional staff of the department, the Community Development Outreach Specialist is responsible for community outreach services.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Develops and implements a comprehensive plan for targeting housing development;
- Identifies projects and buildings suitable for homeownership in particular neighborhoods, and oversees development and/or rehabilitation;
- Identifies funding for projects;
- Develops outreach methods to identify prospective home buyers/homeowners on continuous basis;
- Seeks private sector financial institutions' involvement and support;
- Develops and maintains open lines of communication between the Department of Housing and Community Development and local representatives;
- Assist in the development and implementation of marketing programs to increase awareness of ACDA programs;
- Assists in the development and implementation of community development programs
- Creates and carries out a citizen participation program in accordance the U.S. Department of Housing and Urban Development regulations
- Schedule and conduct CDBG Public Hearings in accordance with HUD regulations;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of personal finance, household budgeting and mortgage underwriting criteria;
- Good knowledge of personal computers and office equipment;
- Excellent oral and written presentation skills;
- Skills and sensitivity to work in a counseling role with low income individuals;
- Ability to work with minimal supervision and organize and implement projects on his/her own initiative;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of equivalency diploma and two (2) years experience with HUD community programs.