

COMMUNITY DEVELOPMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: In the Department of Development and Planning, Division of Housing and Community Development, under the general supervision of the Housing and Community Development Director, the work involves collection of data necessary to facilitate various community development initiatives related to Albany Community Development Agency programs, administering sub-recipient contracts and reporting to the U.S. Department of Housing and Urban Development (HUD) on federal program compliance. The incumbent performs planning and compliance duties and program development issues as related to the City's Community Development Block Grant Program (CDBG). The incumbent provides information to staff and the public regarding federal regulation and performs program planning, design and administration of housing compliance effort with ACDA and federal regulation and restrictions. This position may be responsible for inventory, analysis and program implementation and development for special community development activities. Work is reviewed through the analysis of data collected and discussions of problems encountered.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Prepares reports and oversees the Consolidated Plan and CDBG Action Plan application process;
- Prepares reports to HUD on federal program compliance;
- Conducts site plan reviews for programs;
- Develops evaluation criteria to measure program effectiveness;
- Implements and monitors the timelines that lead to the successful completion of established goals;
- Assists in the preparation of grant writing;
- Provides information to staff and the public regarding federal regulations;
- Establishes and maintains good working relationships with federal, state and local agencies whose programs may have impact on the agency's operations;
- Attends and participates in CDBG public hearings;
- 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 federally administered funding programs [i.e., Community Development Block Grant (CDBG), HOME Funds and Emergency Shelter Grant (ESG)];
- Good knowledge of federal, state and local laws affecting planning policies;

- Good knowledge of grant writing and reporting requirements for grant recipients;
- Good knowledge of personal computers and office equipment;
- Good knowledge of word processing, database management, spreadsheets and other basic computer software applications;
- Working knowledge of Geographic Information Systems (GIS);
- Ability to interpret and apply policies and practices as applicable to Federal standards;
- Ability to prepare grant applications and to meet reporting requirements;
- Ability to understand and follow complex oral and written instructions;
- Ability to communicate clearly and concisely both orally and in writing;
- Ability to interact with the public and public agencies;
- Ability to communicate appropriately with professionals, funding sources, neighborhood groups and the general public;
- Ability to prepare special period planning and HUD reports;
- Ability to exercise discretion and sound judgment;
- Ability to work independently;
- Good organizational skills;
- Good judgment;
- Tact and courtesy;
- Initiative and resourcefulness;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Planning, Liberal Arts, Business Administration, Economics or related field and two (2) years satisfactory fulltime paid experience in the above fields; **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Planning, Liberal Arts, Business Administration, Economics or related field and four (4) years of satisfactory fulltime paid experience in a relevant field; **OR**
- C. An equivalent combination of training, experience and education as defined by the limits of (A) and (B) above.