OPERATIONS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves policy making duties as related to the City’s Community Development Block Grant (CDBG) and the Housing Rehabilitation programs. Work assignments are reviewed by the Director, and are performed according to Federal, State and local guidelines and regulations. Independent judgment is exercised in analyzing and applying the Housing and Urban Development (HUD) regulations. Work is of a confidential nature under the general direction of the Director.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Interprets HUD guidelines to create CDBG project and administrative designs and programs;
- Coordinates reporting requirements between the Albany Community Development Agency’s (ACDA) Fiscal and Planning Departments and the U.S. Department of Housing and Urban Development;
- Maintains the Local Area Network (LAN) for Albany Community Development Agency with regard to the Government Information System (GIS);
- Prepares narrative, statistical, and graphic reports required by federal grant reporting guidelines;
- Maintains reports required by the federal government mandated Integration Disbursement Information Systems (IDIS);
- Develops and coordinates on-going staff training in Housing Programs as related to HUD regulations;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of basic CDBG Program principles, practices and procedures;
- Good knowledge of office terminology and procedures;
- Good knowledge of Local Area Networks (LAN);
- Good knowledge of personal computers and office equipment;
- Working knowledge of the Government Information System (GIS);
- Working knowledge of Integration Disbursement Information Systems (IDIS);
- Working knowledge of organizational and management skills;
- Ability to think analytically for problem resolution;
- Ability to lay out, plan and direct the work of others;
- Ability to communicate effectively and efficiently both orally and in writing;
- Ability to prepare and present effective written and oral reports;
- Ability to accurately prepare and maintain reports;
- Ability to understand and follow detailed oral and written instruction;
- Ability to interpret and apply related applications to Federal Regulations (HUD);
- Ability to plan work programs;
- Ability to perform with a high degree of accuracy;
- Ability to establish and maintain effective working relationships with other employees and the public;
- Tact and courtesy;
- Resourcefulness;
- Good judgment;
- Physical condition commensurate with the demands of the position.