

# COMMUNITY DEVELOPMENT SPECIALIST II

## *Job Description*

**Direct Supervisor:** Community Development Director

**Date:** December, 2022

**FLSA Status:** Exempt

**Work Location:** In Office

### **Position Summary:**

This is a professional planning position involved with community contacts, community development activities, and various types of planning. The position is under the general supervision of the Community Development Director.

### **Essential Job Duties:**

1. Collect, review, analyze, and share data.
  - a. Collect demographic, geographic, public facility, housing, and a variety of other types of information from multiple sources.
  - b. Review and analyze data for trends and changes.
  - c. Utilize data in grant writing, reports, plans, etc. as needed.
2. Prepare surveys, needs assessments, plans, etc. for member governments.
  - a. Work with member governments to determine objectives and needs for surveys, assessments, and plans.
  - b. Prepare and conduct surveys.
  - c. Analyze and visually present data.
  - d. Prepare reports for member governments that present the collected and analyzed data.
  - e. Keep supervisors informed of progress and challenges.
  - f. Present reports to member governments for approval.
3. Assist with preparing applications to fund identified member government needs.
  - a. Maintain files of pertinent funding assistance options including types of programs funded, eligibility requirements, application timelines, etc.
  - b. Work with member governments to determine needs and scope of projects.
  - c. Prepare clear and concise applications in accordance with applicable laws or standards established by the funding source.
  - d. Keep supervisors informed of progress and challenges.
  - e. Present applications to member governments for approval.
4. Assist with and attend community meetings.
  - a. Plan and initiate community meetings and public hearings.
  - b. Work with member governments to schedule meetings/hearings.
  - c. Record meeting proceedings.
5. Administer grants for member governments.
  - a. Assist in procurement of outside consulting services, if any, necessary for the completion of projects.
  - b. Prepare documents (such as reports, environmental reviews, leases, agreements, etc.) as needed to meet program requirements.
  - c. Ensure compliance with funding source laws and requirements.
  - d. Maintain positive working relationships with all parties to keep projects moving in an expedient manner.
  - e. Work as part of a team as necessary to complete projects.
  - f. Collect data necessary to meet compliance for projects.
  - g. Maintain organized files to record project activities.
  - h. Assist member governments with project close out activities.
6. Maintain organized files for all projects, plans, surveys, assessments, etc.
7. Maintain positive working relationship with staff, contractors, member governments, funding sources, and general public.
8. Perform other duties as assigned.

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## Knowledge, Skills, and Abilities Required

- Knowledge of funding opportunities
- Knowledge of planning profession fundamentals
- Knowledge of data collection and analysis techniques
- Knowledge of ESRI GIS software
- Knowledge of MS office suite software
- Knowledge of agency personnel policies and procedures
- Good oral and written communication skills
- Good time management skills
- Good customer service skills
- Good public speaking skills
- Good negotiation skills
- Ability to manage project activities and budgets
- Ability to maintain confidentiality of SWIPCO, member governments, and clients
- Ability to prioritize work
- Ability to proficiently operate a variety of office equipment
- Ability to type accurately
- Ability to maintain orderly records/files
- Ability to work with people from various backgrounds
- Ability to follow instructions
- Willing to travel
- Willing to work evenings and extra hours, as needed
- Ability to conduct business in a professional manner
- Must have the ability to safely exert 20 pounds of force occasionally, and/or up to 10 of force frequently. Requires walking or standing to a significant degree; or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls (PCP Test Level 2).

## Minimum Educational/Physical Requirements

- A bachelor's degree in planning, public administration, or related field
- At least one year of experience in a similar position
- Must have a current valid driver's license
- Must take a post offer Physical Capacity Profile and achieve a minimum of a Level 2. Re-testing will occur at least every 5 years or as required by the SWIPCO return to work policy following an absence due to sickness or injury.

*\*\*\*This position's work station is designated as "In Office" on SWIPCO's telework eligibility metric. This means that most normal working days will either be in the SWIPCO offices or in the field working on projects. Working remotely is possible on an as needed, ad-hoc basis but will not be the primary work station.\*\*\**

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in employed in this position. SWIPCO/SWITA reserves the right to revise the functions and duties of the position or require additional or different tasks be performed when circumstances change.

I have read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Date