



## CITY OF STAMFORD

### AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Stamford is an equal opportunity/affirmative action employer and  
Strongly encourages the applications of women, minorities and  
persons with disabilities

## OPEN COMPETITIVE EXAMINATION NO. 15-10 COMMUNITY DEVELOPMENT PROGRAM SPECIALIST

Hourly Range: \$37.48 - \$44.27

**DUTIES:** Under the direct supervision of the Director of Community Development assists in the development and implementation of Community Development and housing programs and performs fiscal and project management functions supporting program activities. Lead team(s) to accomplish projects as assigned.

### **MINIMUM QUALIFICATION REQUIREMENTS:**

**Education** - Graduation from an accredited college or university with a degree in business, public administration, planning, or related field.

**Experience** - Experience in community development planning, fiscal management, and construction desirable; or any such combination of education, experience, and training as may be acceptable to the hiring authority.

**License** - Must possess or be able to obtain prior to hire a valid driver's license.

**SCOPE OF EXAMINATION:** Qualified applicants will be evaluated, scored and ranked on their level and quality of related experience, education and training documented on the application and application supplement. Incomplete applications will be rejected.

**FILING REQUIREMENTS:** Interested candidates should submit an Employment Application and Application supplement #15-10. Applications can be obtained at the City of Stamford, Human Resources Division, 9<sup>th</sup> Floor, and 888 Washington Boulevard, Stamford, Connecticut or at [www.stamfordct.gov](http://www.stamfordct.gov). *This posting will be open until sufficient qualified applicants are obtained; however, the first review of applications will be August 21, 2015.*

**Please note:** Only properly completed and submitted applications will be considered. Applications of candidates who do not meet the stated position requirements will not be considered.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA). If you need an accommodation in the application or testing process, please contact the Human Resources Division.

Issued: 08/06/2015

#### EMPLOYEE BENEFITS:

- Health plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

#### Applications are obtained and submitted to:

DEPARTMENT OF HUMAN RESOURCES  
City of Stamford  
888 WASHINGTON BOULEVARD  
STAMFORD, CT 06904  
TELEPHONE (203)977-4070  
[www.cityofstamford.org](http://www.cityofstamford.org)

#### CHANGE OF ADDRESS

It is your responsibility to notify the Department of Human Resources of any change of Address on your application



# APPLICATION FOR EXAMINATION OR EMPLOYMENT

The City of Stamford  
Human Resources Division  
888 Washington Boulevard  
P.O. Box 10152  
Stamford, CT 06904-2152  
Tel. (203) 977-4070

AN EQUAL OPPORTUNITY EMPLOYER

\_\_\_\_\_  
Position applying for  
Use Title on Job Announcement

\_\_\_\_\_  
Exam Number

DO NOT WRITE IN THIS SPACE

Q Rev. by: \_\_\_\_\_

NQ \_\_\_\_\_

Educ \_\_\_\_\_

Exp \_\_\_\_\_

Not City EE \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE TYPE OR PRINT CLEARLY IN BLACK INK.**  
All blanks must be completed in order for application to be considered.

## GENERAL INFORMATION

Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Street/Apt. #) (City) (State) (Zip Code)

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_  
(Area Code) (Area Code)

Cellular Telephone \_\_\_\_\_ E-mail Address \_\_\_\_\_  
(Area Code)

Social Security Number \_\_\_\_\_ 000 \_\_\_\_\_ Best daytime contact:  Home  Work  Cell  
(Last six digits ONLY)

Do you claim 5 points preference based on active duty in the U. S. Armed Forces?  Yes  No  
(Attach copy of DD214)

Do you claim 10 points veteran's disability preference?  Yes  No  
(Attach DD214 and supporting documentation)

Have you ever worked for the City of Stamford before?  Yes  No  
If yes, list by dates employed and job title(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you currently authorized to work in the United States?  Yes  No  
Note: 1986 Immigration Reform & Control Act requires verification of identity and employment eligibility at the time of hire.

1. Have you ever been convicted of any offense other than juvenile, youthful offender, or a minor traffic violation?  Yes  No  
If yes, you must complete Section B of the applicant disclosure form.

2. Have you ever been disqualified for a position with the City of Stamford due to a criminal conviction or failure to fully disclose a criminal conviction?  Yes  No  
If yes, list job title and date of disqualification. \_\_\_\_\_  
\_\_\_\_\_

(Provide information regarding ACTUAL convictions only. Any arrest, charge, conviction and/or record which has been erased, dismissed, nulled or pardoned pursuant to the CGS § 31-51i, should NOT be disclosed. Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated on its own merits with respect to time, circumstances and seriousness, in relation to the job for which you are applying.)

# RECORD OF EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL AND CITY/STATE	DATES ATTENDED	COURSE OF STUDY (Major/Minor)	GRADUATED (Yes/No)	DEGREE, DIPLOMA, G.E.D., AND CERTIFICATE OR CREDITS COMPLETED
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
COLLEGE OR UNIVERSITY					
COLLEGE OR UNIVERSITY					

Other Training/Certifications (special courses, work training programs, armed forces training) related to the job for which you are applying. Give name and location where training was given, dates attended, subject of training, number of hours weekly, and other details.

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Summarize any other Special Skills or Abilities relating to the job you want, such as: licenses, machines you operate, languages which you speak, read and write well, computer skills, and any other special abilities or knowledges.

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# EMPLOYMENT HISTORY

List below **ALL** present and past employment. **BEGIN WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARDS CONSECUTIVELY.** Applicants may be required to furnish satisfactory proof of employment history claimed. Use additional pages if necessary. Resumes may be included with a **completed application.**

1. Name and Address of Employer _____	Employed From _____ # of hours _____ per week _____	To _____ _____ Ending Salary _____
Supervisor Name, Title, Telephone _____		
Your Title _____		
Describe your duties: _____		
_____		
Reason for leaving _____		

## EMPLOYMENT HISTORY (Continued)

2. Name and Address of Employer \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_  
# of hours \_\_\_\_\_  
per week \_\_\_\_\_ Last Salary \_\_\_\_\_  
Supervisor Name, Title, Telephone \_\_\_\_\_  
Your Title \_\_\_\_\_  
Describe your duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

3. Name and Address of Employer \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_  
# of hours \_\_\_\_\_  
per week \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Supervisor Name, Title, Telephone \_\_\_\_\_  
Your Title \_\_\_\_\_  
Describe your duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

4. Name and Address of Employer \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_  
# of hours \_\_\_\_\_  
per week \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Supervisor Name, Title, Telephone \_\_\_\_\_  
Your Title \_\_\_\_\_  
Describe your duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

5. Name and Address of Employer \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_  
# of hours \_\_\_\_\_  
per week \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Supervisor Name, Title, Telephone \_\_\_\_\_  
Your Title \_\_\_\_\_  
Describe your duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Do you have any objections to the Human Resources Division verifying your work experience and/or educational qualifications?

I hereby authorize the City of Stamford to verify my work experience and/or educational qualifications.

(A) Your former employer?  Yes  No

(B) Your present employer?  Yes  No

If answer is "Yes" to either (A) or (B) explain under comments section

\_\_\_\_\_  
Applicant's Signature

**COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MILITARY INFORMATION**

Veteran of U.S. Armed Forces	Service Branch	Date Discharged	Type of Discharge	Final Rank
<input type="checkbox"/> Yes				
<input type="checkbox"/> No				

**PRE-EMPLOYMENT STATEMENT (Read Carefully)**

I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief. I understand that incomplete, false, inaccurate, or misleading information given in my application, interview(s) or during the course of my employment may result in the rejection of this application; withdrawal of a job offer; or discipline, up to and including termination of employment. Further, false information provided, whether willingly or accidental, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

I understand that this application is not a contract of employment nor is it a guarantee or indication of employment. I also understand that should I be granted an interview, the representations that may be made at the interview are not to be construed as creating any obligation, promise or contract on behalf of the City. Should I be employed by the City, in consideration of my employment, I agree to conform to the rules and policies of the City of Stamford, as they may from time to time be implemented or revised. Identification and verification of eligibility to work in the United States must be satisfied for employment.

I further understand that in consideration for employment, an investigative background report may be prepared at the request of the City of Stamford by an independent party, whereby information may be obtained from my employers (present or former), educational institutions, all branches of the U.S. Military service, and public records maintained by government agencies or others, including but not limited to criminal conviction reports, credit reports, etc. I authorize the City of Stamford and its designated representative(s) to perform this investigation, and further authorize present and former employers, references and other persons to provide information for the investigation. I also authorize the City of Stamford to receive criminal conviction records pertaining to me which may be in the files of any criminal justice agency.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I will be subject to a drug test and medical examination that I must pass before I commence work.

I have read, understood, and agree to the foregoing.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_



City of Stamford

# Applicant Disclosure Form

# Section A

## 1. CANDIDATE INFORMATION

It is the policy of the City of Stamford to recruit, hire, and promote qualified people in all job classifications regardless of age, race, sex, color, religion, national origin, marital status, veteran status or disability unless they are bona-fide occupational qualifications.

The following information is needed for compliance with governmental reporting requirements. While completion of this section is voluntary, we strongly urge that all applicants complete this as part of the pre-employment process. Applicants so choosing, may identify on the form that they have chosen not to provide the City of Stamford with the requested information by checking the appropriate box in section four. This information will not affect in any way your employment opportunities. This form will be removed from the application.

## 2. GENERAL INFORMATION

Your Name _____	Date _____
Social Security Number _____ 000 _____	<b>(Last six digits ONLY)</b>

## 3. STATISTICAL INFORMATION

**Race/Ethnic Identification** (Please check one)

American Indian or Alaska Native  All persons having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian  All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American  (Not of Hispanic or Latino origin) All persons having origins in any of the black racial groups of Africa.

Hispanic or Latino  All persons of Cuban, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander  All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.

White  (Not of Hispanic or Latino origin) All persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Other  Please specify \_\_\_\_\_

**Job Classification**

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Please write the title of the position for which you are applying in the box above, using the title on Job Announcement.

**Gender**

Female

Male

## 4. NON-PARTICIPATION

I have read the above statement and have chosen not to complete this form. Please check box if applicable

## 5. RECRUITING INFORMATION

How did you hear about this job? (Please check one)

<input type="checkbox"/> Stamford Advocate	<input type="checkbox"/> Human Resources Division Bulletin Board
<input type="checkbox"/> Other newspaper. Please give name: _____	<input type="checkbox"/> Community Agency Please give name: _____
<input type="checkbox"/> City Website	<input type="checkbox"/> Professional journal Please give name: _____
<input type="checkbox"/> Internet Please give site: _____	<input type="checkbox"/> Other. Please specify: _____
<input type="checkbox"/> City Employee	



City of Stamford

# Applicant Disclosure Form

## Section B

NOTE:  
THIS INFORMATION WILL BE REVIEWED ONLY BY  
MEMBERS OF THE HUMAN RESOURCES DIVISION AND  
HIRING MANAGERS.

### CRIMINAL CONVICTION INFORMATION

Applicants are required to disclose the existence of *any* criminal conviction, regardless of the nature, date or location thereof, with the exception of minor traffic violations or an arrest, criminal charge, or conviction that has been erased. The types of records subject to erasure under Connecticut law are as follows: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nolled"; (d) a criminal charge for which the person was found not guilty; and (e) a conviction for which the person received an absolute pardon.

The information provided below is subject to the terms of the "Pre-Employment Statement" on Page 4 of this application. A criminal conviction will not necessarily result in the rejection of this application, but will be considered as it relates to the nature of the position sought, and in light of any applicable state and federal law.

\_\_\_\_\_  
Name (Print)

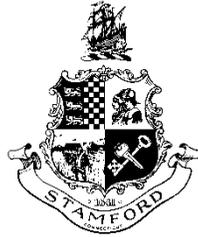
\_\_\_\_\_  
Title of Position Sought

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

DATE OF CONVICTION	OFFENSE	DATE OF ARREST	PLACE OF ARREST (City/State)	SENTENCE

MAYOR  
DAVID R. MARTIN



**CITY OF STAMFORD**  
**OFFICE OF LEGAL AFFAIRS**  
**HUMAN RESOURCES DIVISION**  
888 WASHINGTON BOULEVARD  
P.O. BOX 10152  
STAMFORD, CONNECTICUT 06904-2152  
Tel. (203) 977-4070  
Fax: (203)977-4075

**DIRECTOR OF LEGAL AFFAIRS**  
&  
**CORPORATION COUNSEL**  
KATHRYN EMMETT

**HUMAN RESOURCES DIRECTOR**  
CLEMON W. WILLIAMS

**COMMUNITY DEVELOPMENT PROGRAM SPECIALIST**  
**APPLICATION SUPPLEMENT #15-10**  
**FACTORED EXPERIENCE AND TRAINING EXAMINATION**

NAME \_\_\_\_\_

SOCIAL SECURITY NUMER (Last six digits) 000 - -

For this examination, you will be filling out specific information about your education, training and experience. The information, which you give, will be used to determine how well your training and experience qualifies you for this position. **THIS BOOKLET IS AN EXAMINATION.** You MUST fill out this examination booklet completely in order to take part in this examination.

Your training and experience will be scored according to how closely they relate to the various job components or factors of the position of *Community Development Program Specialist*. Your score will be based only on what you include in this examination. Incomplete or illegible applications/supplements will be rejected.

This examination booklet and a completed "Application for Examination or Employment" must be filed with the Human Resources Division by the last filing date noted in the job announcement, or bear a postmark no later than the last filing date. Information submitted after the last filing date will not be considered. *This posting will be open until sufficient qualified applicants are obtained; however, the first review of applications will be August 21, 2015.*

**AN EOE/AA EMPLOYER**

## COMMUNITY DEVELOPMENT PROGRAM SPECIALIST

Please note that applicants who do not meet the minimum qualifications for *Community Development Program Specialist* will be disqualified. **Applicants are urged to carefully review the requirements on the attached job description before filing an application.**

### I. EDUCATION:

Do you possess a degree in business, public administration, planning, or a related field?

1. Bachelor's Yes\_\_\_\_ (Major)\_\_\_\_\_ No\_\_\_\_

2. Master's Yes\_\_\_\_ (Major)\_\_\_\_\_ No\_\_\_\_

### II. EXPERIENCE:

1. Do you possess experience in community development planning?

Yes\_\_\_\_ No\_\_\_\_ # of Years\_\_\_\_\_

2. Do you possess experience in fiscal management?

Yes\_\_\_\_ No\_\_\_\_ # of Years\_\_\_\_\_

3. Do you possess knowledge and experience in construction?

Yes\_\_\_\_ No\_\_\_\_ # of Years\_\_\_\_\_

### III. LICENSE:

1. Do you possess or are you able to obtain a valid driver's license prior to being hired?

Yes\_\_\_\_ (Attach copy) No\_\_\_\_







**PART II. #15-10**

SPECIALIZED TRAINING: List all specialized training (seminars, special courses, advanced training, etc.) that you have successfully completed within the past five (5) years pertaining to community development, planning, construction, fiscal procedures and techniques.

SPECIALIZED TRAINING TITLE OF COURSE	SPONSORING ORGANIZATION	DATES ATTENDED & NO. OF HOURS

**PART III. KNOWLEDGE, SKILLS AND ABILITIES**

**#15-10**

On the following pages are a variety of statements that are related to this position. For each of those statements, circle the letter for the level described below which best reflects your experience, education or training as it relates to that item.

- A - I have applied this Knowledge, Skill or Ability in an actual setting while performing a job.
- B - I have education or training relevant to this Knowledge, Skill or Ability, but have not applied it in an actual job.
- C - I have little or no experience, education or training relevant to this Knowledge, Skill or Ability.

For each A or B answer, give evidence, in detail, in the space provided of how you acquired the Knowledge, Skill or Ability listed. Evidence may be stated in terms of education/training (list courses and schools) or in terms of experience (list your job duties that apply, name of employer, and dates of work).

**PART III. KNOWLEDGE, SKILLS AND ABILITIES STATEMENT**

**(cont'd) #15-10**

1. Knowledge of Federal (CDBG, Home) housing and community development programs, procedures and regulations.

Circle the Appropriate Letter

A                      B                      C

Employer/School: \_\_\_\_\_

\_\_\_\_\_

Dates: \_\_\_\_\_

Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Knowledge of fiscal management; banking, real estate, and techniques and policies relating to housing/ community development programs.

Circle the Appropriate Letter

A                      B                      C

Employer/School: \_\_\_\_\_

\_\_\_\_\_

Dates: \_\_\_\_\_

Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART III. KNOWLEDGE, SKILLS AND ABILITIES STATEMENT**

**(cont'd) #15-10**

3. Ability to analyze proposals for housing and physical development projects and determine feasibility in accordance with program objectives.

Circle the Appropriate Letter

A B C

Employer/School

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Dates:

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Details:

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4. Ability to review and monitor housing and physical development projects to assure compliance with contracts and regulations.

Circle the Appropriate Letter

A B C

Employer/School

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Dates:

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Details:

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**PART III. KNOWLEDGE, SKILLS AND ABILITIES STATEMENT**

**(cont'd) #15-10**

5. knowledge of and ability to utilize research, interpret and apply techniques to identify Federal and State grant programs and regulations.

Circle the Appropriate Letter

A                      B                      C

Employer/School

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Dates:

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Details:

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6. Ability to understand and develop contract terms and documents for subgrantees.

Circle the Appropriate Letter

A                      B                      C

Employer/School:

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Dates:

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Give Examples:

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**PART III. KNOWLEDGE, SKILLS AND ABILITIES STATEMENT**

**(cont'd) #15-10**

7. Knowledge of grant administration practices regarding municipal grants administration.

Circle the Appropriate Letter

A B C

Employer/School

\_\_\_\_\_

\_\_\_\_\_

Dates:

\_\_\_\_\_

Details:

\_\_\_\_\_

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8. Ability to fully utilize computer software applications and to create and maintain a computerized system for data, records and reports.

Circle the Appropriate Letter

A B C

Employer/School:

\_\_\_\_\_

\_\_\_\_\_

Dates:

\_\_\_\_\_

Give Examples:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART III. KNOWLEDGE, SKILLS AND ABILITIES STATEMENT**

**(cont'd) #15-10**

9. Ability to plan, assign and supervise the work of subordinates and to instruct them in proper work methods and procedures.

Circle the Appropriate Letter

A B C

Employer/School

\_\_\_\_\_

\_\_\_\_\_

Dates:

\_\_\_\_\_

Details:

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. Ability to work effectively with others.

Circle the Appropriate Letter

A B C

Employer/School:

\_\_\_\_\_

\_\_\_\_\_

Dates:

\_\_\_\_\_

Give Examples:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART III. KNOWLEDGE, SKILLS AND ABILITIES STATEMENT**

**(cont'd) #15-10**

11. Ability to communicate clearly both orally and in writing.

Circle the Appropriate Letter  
A                      B                      C

Employer/School

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Dates:

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Details:

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FLSA Classification- Nonexempt  
Classified- UAW  
Salary Grade- V-14  
Reports to- Community Development Director

Adopted- 06/25/2015

## **COMMUNITY DEVELOPMENT PROGRAM SPECIALIST**

### **GENERAL SUMMARY OF DUTIES**

Under the direct supervision of the Director of Community Development assists in the development and implementation of Community Development and housing programs and performs fiscal and project management functions supporting program activities. Lead team(s) to accomplish projects as assigned.

### **EXAMPLES OF WORK (Illustrative Only)**

Prepare improvement plans, drawings, specifications, and cost estimates on needed property improvements and repairs necessary to rehabilitate properties.

Conduct and review initial and progress inspections on properties to ensure compliance with program rules and regulations.

Prepare and revise contract agreements, applications, mortgages, and loan documents as necessary to carry out local programs and activities funded from CDBG, HOME and related federal programs.

Process pay requests, compile supporting receipts, order payments for financial reimbursement, and complete contract agreements and loans on federally funded projects, including use of the City of Stamford's software for financial management (H T E).

Apply federal regulations to assisted projects and activities including, but not limited to, environmental reviews, Davis-Bacon wage rates, lead-based paint, and relocation.

Complete environmental reviews.

Receive and review payrolls and other related matters and conduct field interviews with contractors' employees working on projects as required by the Davis-Bacon Act.

Complete and maintain project files, reports, and records as required by HUD/funding agency, including utilization of the federally mandated software programs required for the proper accountability of the funds on assisted projects.

COMMUNITY DEVELOPMENT PROGRAM SPECIALIST

V-14

**EXAMPLES OF WORK (Illustrative Only) cont'd**

Assist in the preparation of the annual and five-year planning reports, the annual performance report, and other federal reports as necessary.

Implement local federally funded programs and activities through the solicitation of applications and disbursement of loan monies for individual projects.

Prepare and present informational programs to applicants and organizations regarding community development programs.

Advise property owners, landlords, contractors, and tenants regarding federal regulations and code requirements.

Solicits, receives, reviews and makes recommendations on proposals for funded housing and physical development projects.

Provides construction expertise in performing value analyses and in determining project feasibilities and economical construction methods.

Inspects, manages and coordinates construction projects from implementation through completion.

Develops contract terms and conditions for approved grant funded projects between the Community Development Office and subgrantee agencies or private developers/owners.

Reviews and monitors funded housing and physical development projects to assure compliance with contracts and regulations.

Reviews annual reports and related documents from contractors and approves payment requests according to established procedures.

Assists Community Development Director in entering, monitoring and resolving issues with activities in federally mandated reporting software such as the Integrated Disbursement and Information System (IDIS).

Acts as a liaison between community groups and government agencies in the interpretation of policy and the communication of information.

Perform other such duties and functions as are necessary or incidental to the proper performance of this position.

COMMUNITY DEVELOPMENT PROGRAM SPECIALIST

V-14

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

Apply federal regulations and prepare federal reports applicable to community development and the carrying out of new and existing programs.

Knowledge of various codes/regulations, real estate, and other program issues and concerns.

Ability to recognize code deficiencies and prepare bid documents to undertake necessary corrective actions.

Ability to draft and understand building drawings and specifications.

Ability to compute building cost estimates and prepare material specifications.

Ability to communicate effectively, both orally and in writing.

Must have mobility and ability to perform job duties at various locations throughout the city on a regular basis.

Knowledge of federal, state and local housing and community development programs.

Monitor award recipients and contractor program performance according to contract specifications.

Ability to work effectively and exercise good judgment in contacts with community groups, city, state, and federal officials and agencies, subgrantee agencies, the public, contractors and other City employees.

Ability to read and understand complex information.

Knowledge and understanding of federal contract compliance regulations.

Knowledge of contract (bid) specification process.

Ability to make accurate mathematical computations.

Ability to research and assimilate into program activities state and federal regulations regarding contract compliance requirements.

Ability to audit payroll records to ensure contract compliance.

Ability to work with minimum supervision.

COMMUNITY DEVELOPMENT PROGRAM SPECIALIST  
V-14

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES** cont'd

Ability to communicate regulations and compliance requirements firmly and impartially under potentially stressful situations involving conflict.

Ability to use standard office software such as Microsoft Outlook, Word, Excel, and PowerPoint.

Must be willing to attend trainings and meetings in locations outside City limits to maintain knowledge necessary for the proper performance of the position.

**MINIMUM TRAINING & EXPERIENCE REQUIRED**

Graduation from an accredited college or university with a degree in business, public administration, planning, or related field. Experience in community development planning, fiscal management, and construction desirable; or any such combination of education, experience, and training as may be acceptable to the hiring authority.

Must possess or be able to obtain prior to hire a valid driver's license.

**ADA and ADAAA Specifications**

**Physical Demands:**

Ability to stand, walk, sit, use hands, fingers, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

While performing the duties of this job, the employee may be exposed to weather conditions.

The noise level in the work environment is usually moderate.

*This job description is not inclusive of all job functions and will be reviewed periodically as duties and responsibilities change with business necessity. Position duties and responsibilities are subject to modification. Substantial changes to job description will be negotiated with union.*