



Filing Deadline: March 8, 2017

**City of Coeur d'Alene**  
**Equal Employment Opportunity**  
**Part-Time Community Development Specialist (20 hours p/wk)**

**Description:** Performs a variety of operations and activities related to the Community Development Block Grant, including the development and implementation of Community Development initiatives; Community Development grant funded projects; neighborhood programs; financial administrative support; and general clerical, administrative support, and information dissemination services. The work is performed under the supervision and direction of the Municipal Services Director/Community Planning Director, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the assigned supervisor, other City employees, business and community groups, non-profit organizations, State and Federal officials, representative of the media, and the general public. The principal duties of this class are performed in a general office environment.

**Wages and Benefits:** 20 hours per week, starting wage is \$19.66 per hour, eligible for a five percent increase after 12-months of service with standard or above evaluations. The position is supplemented by a generous employee benefit package ([summary of benefits](#)) and membership in PERSI (Public Employee Retirement System of Idaho) is required.

**Acceptable Experience and Training:** Associate's Degree in Business Administration or a closely related field and 2-4 years of experience in related Community Development activities with 1-3 years technical clerical experience; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Special Qualification**

- Certified CDBG grant administrator through the State of Idaho or ability to obtain certification within 12 months from date of hire.
- Valid driver's license.

**Knowledge, Skills and Abilities**

- Substantial knowledge of principles, practices, and procedures as they relate to the development and implementation of federal grant funded program and related community development projects
- Substantial knowledge of project management and analytical techniques;
- Substantial knowledge of program development, financial management, and citizens outreach methods
- Substantial knowledge of State and local codes, statutes, and city ordinances applicable to division related activities.
- Comprehensive knowledge of modern office procedures, practices, computer programs and equipment, including modern office filing systems and procedures, good phone etiquette and practices, and specific computer programs such as Word and Excel.

Ability to:

- Coordinate data from diverse sources, organize it and present conclusions.
- Analyze financial grant or loan applications.
- Design, organize and present outreach programs.
- Organize, evaluate and present information effectively.
- Develop and administer program policies, procedures, and guidelines.
- Negotiate and resolve complex technical problems involving diverse and conflicting issues.
- Maintain records, and prepare reports and correspondence related to the work.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Communicate effectively with others, both orally and in writing, using both technical and non-technical

language and deal with a wide range of persons, including situations in which individuals may be upset over some issue involved with City activities and policies.

- Understand and follow oral and/or written policies, procedures, and instructions, use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions, and prepare and present accurate and reliable reports containing findings and recommendations.
- Operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks and the ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Maintain integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Examples of Work** (Illustrative Only)

#### **Essential Duties and Responsibilities**

- Coordinates the Community Development Block Grant (CDBG) related activities of the division, including the processing of grant applications, scheduling public hearings as appropriate with state and local legal requirements, directing the preparation of accurate and substantive records and reports.
- Serves as principal contact and coordinator for assigned programs. Monitors and implements the assigned programs; including the monitoring of recipients of funds, developing individual project budgets, reviewing and processing fund requests for compliance and completion, reviewing progress reports, providing technical assistance, assessing progress of projects, and making adjustments when necessary, and implementing and utilizing the federal and local financial and project management system.
- Promotes and markets programs, providing positive public relations and customer service; develop and disseminate program material, participate as a guest speaker in related educational programs, and interact with news media. Coordinate with other city departments, other agencies, businesses and community groups, and residences to promote activities in program areas.
- Design, manage and maintain program database, overseeing coordination of performance data input and reporting, forms and tables, and optimal functionality. Maintain and report program data and complete reporting forms as required.
- Monitor and assess progress made toward program and project completion and expenditure deadlines.
- Coordinate development of program agreements for use with all levels of program participants and obtain approval from appropriate authority, ensuring that all necessary documents and certifications are obtained.
- Conduct on-site reviews of needed work, processing applications, processing loan documents, work with rehabilitation and/or building department staff on work orders, document compliance with federal, state and local regulations, and evaluating and documenting completeness of work.
- Provide recipients with interpretations of Federal regulations and Program policies as well as other technical assistance. Act as contact for regulatory compliance issues for recipient of the funds. Direct modifications to program as necessary to maintain compliance and maximize results.
- Coordinate efforts with recipients, contractors, consultants, funding agency, federal regulatory agencies, inspectors, neighborhood associations, schools, and the general public. Coordinate with appropriate City Departments, including the Street Department, Police, Code Enforcement and Building.
- Prepares CDBG Annual Plans, consolidated five-year plans, Performance Reports and other interim reporting as required by HUD, monitors and implements the CDBG program budget; including preparation of financial reports, and utilization of the Integrated Disbursement & Information System (IDIS) management system; including researching and applying applicable reporting requirements.
- Provides administrative support to community development division personnel related to CDBG.
- Performs data entry, record retrieval, and record maintenance, including entering data into the computer database, and retrieving information for distribution to related department, public, or other agencies as requested.
- Gathers, assembles, updates, distributes and/or files a variety of information, forms, records and data as requested using traditional filing systems or databases as necessary.
- Maintains technical financial reports, such as preparation of budgets and special projects; and maintaining time sheets, expenditure reports, and invoices for the Division; preparation of specialized reports as required.
- Provides effective professional liaison between the Division and other City Departments, representatives from public agencies, area businesses, and the general public.

- Answers, receives, screens and/or greets visitors, telephone calls, faxes, mail, and messages for Division personnel and provides information to or refers callers and visitors to appropriate personnel.
- Listens to and directs comments and complaints from the public relating to Division operations and takes appropriate action to resolve and/or refer such complaints.
- Interprets and applies divisional or office rules, policies and regulations in accordance with prescribed procedures and guidelines.
- Coordinates and assists with any assigned special projects related to housing and community development including but not limited to projects and programs related to: fair housing, affordable housing, lead based paint, landlord training, community improvement, neighborhood revitalization, planning, citizen outreach programs, neighborhood associations, volunteer coordination, real estate trends, housing rehabilitation and distribution of demographic data, and related assistance as it relates to Community Development.
- Market projects to identify beneficiaries and recruit volunteers.
- Work with other departmental staff to organize events, including assigning duties and coordinating efforts.
- Assumes responsibility for other duties as required or assigned.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Ensures compliance with federal regulations concerning Davis Bacon Labor Act, Fair housing, Lead Based Pain Hazards, National Environmental Policy Act (NEPA), State Environmental Policy Act (SEPA), Endangered Species Act, Uniform Relocation Act and other requirements.

#### **Other Duties and Responsibilities**

- Performs other related duties as required.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to research and prepare complex reports;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate office equipment, a personal computer and recording equipment and make adjustments to equipment;
- Sufficient body mobility, flexibility, and balance to work in an office setting.

**Application Procedure:** Applicants meeting the qualification requirements are invited to submit a completed City of Coeur d'Alene Employment Application and Resume to the Human Resources Office, City Hall, 710 Mullan, Coeur d'Alene, ID 83814. Application deadline is **Wednesday, March 8, 2017 at 5:00p.m.** Applications will be screened, and those applicants with the most appropriate qualifications will be invited for further testing. If you would like to request a reasonable accommodation for the recruitment process due to a disability, please provide a written request and submit with your City of Coeur d'Alene application.

*The City of Coeur d'Alene is committed to providing equal employment opportunity for all persons without regard to race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other applicable legally protected status.*