

## COMMUNITY DEVELOPMENT SPECIALIST 1-4

### CLASS DESCRIPTION

#### General Responsibilities:

This is responsible professional work in the development, administration, coordination and evaluation of various programs within the Community Development Division., and the development of related policies, strategies, processes and procedures. Work may involve grant preparation and administration; coordinating the process by which the City contracts with agencies for the purchase of a wide variety of human services; developing, implementing, evaluating and coordinating community programs; developing service strategies, legislative initiatives, and resources; and providing technical/administrative consultation to community-based groups. Although employees may mainly work with either grants or community services, the work at each level may be performed by any and all employees within that level. Work is characterized by judgment, initiative, independent action and long-term involvement relative to the area(s) of responsibility.

#### *Community Development Specialist 1*

This is the entry-level of this professional career development series. This work is characterized by responsibility for various efforts within the context of grants administration and/or service delivery to various community programs; and related consultation and staff work. Under the close to limited supervision of the Community Development Grants Supervisor or higher Community Development Specialist, this level is characterized by more standardized assignments (i.e., where there are relatively clear standards and precedents); in a support role to senior staff on more complex programs/projects; and/or under supervision or with closer review of work products.

#### *Community Development Specialist 2*

This is the objective level of the Community Development Specialist career development series. Under the general supervision of the Community Development Grants Supervisor or higher Community Development Specialist, this level is characterized by diverse and responsible involvement in grants administration and/or service deliver to various community programs; and related consultation and staff work. Work is characterized by judgment, discretion and initiative in the completion of assignments. Work is performed under general supervision.

#### *Community Development Specialist 3*

This is the advanced level of the Community Development Specialist series. This level is characterized by responsibility for the more complex and discretionary elements of grants administration, and/or coordinating the process by which the City contracts with agencies for the purchase of a wide variety of human services; and related consultation and staff work. Employees work with a high degree of independence in major programs necessitating

considerable judgment and initiative; and provide leadership and training to subordinate staff as assigned. Work is performed under general supervision.

#### *Community Development Specialist 4*

This is the senior level of the Community Development Specialist series. This level is characterized by ongoing professional leadership and/or supervisory responsibility both with respect to subordinate staff and ongoing programmatic expertise. Work involves responsibility for both high-level multi-disciplinary community development projects, as well as substantive responsibility for the general management and program development of the office as a member of the management team. Work is performed under general supervision.

#### Examples of Duties and Responsibilities:

#### *Community Development Specialist 1*

##### **Grants**

Participate in providing information to the public, non-profit community developers, for-profit developers, and others interested in seeking City assistance. Assist in the coordination of proposals and projects with other City agencies, and related private or public sector efforts.

Assist senior department staff in their review of grant applications, and make recommendations. Evaluate proposals as to the eligibility, effectiveness, and conformance to established goals and priorities.

Develop and prepare contract documents under supervision. Negotiate contract terms with non-profit agencies in accordance with pre-established guidelines. Review all documents for conformance with outside agency, State, and City requirements.

Initiate disbursement of funds for project funding and reimbursement, under supervision. Analyze financial statements and audits of funded agencies to monitor service efforts and accomplishments. Conduct office and field management audits for funded agencies. Schedule, conduct, and make recommendations, or require programmatic changes based upon these audits.

Develop and maintain tracking processes for grants, maintaining appropriate internal/external controls; ensure adherence to programmatic and financial grant requirements on a timely basis.

Reconcile grant financial information among various City financial computer systems.

Work with grant recipients in order to increase project and programmatic effectiveness. Monitor and record project progress, including review and analysis of submitted programmatic and financial reports, changes in budget or contract terms, and on-site monitoring.

Perform monitoring and compliance task in specialized areas related to the use of grant funds, such as environmental review, fair labor standards, and anti-displacement and

relocation, and equal opportunity activities. These responsibilities may involve the assessment of various project activities for categorization and compliance with a variety of Federal, State, and local standards, the integration of available information and input from other governmental agencies, and various publics, and the formation of preliminary judgments concerning the type and nature of compliance. Document compliance activities, maintain related records, and assemble information for reports to funding sources.

Provide related staff support to the Common Council, commissions and boards and/or other policy-makers. Prepare project reports and position papers under supervision.

### **Community Services**

Develop a network of services and groups to identify and address the needs of the special needs neighborhoods and/or target groups, recommend policy and procedures and provide technical assistance/ administrative consultation to funded and target group(s). Develop and coordinate the development of innovative approaches, programs, resources, etc. for addressing identified needs.

Conduct research into services gaps, target group needs, methods of developing involvement and successful outcomes, and potential funding sources.

Serve as liaison between the City, neighborhoods and neighborhood organizations, target group(s), providers, other governmental units/offices, non-profit organizations and other groups and organizations.

Staff, attend and/or facilitate meetings of neighborhood teams; advisory, citizen or oversight groups; Task Forces; or other related groups. Convene meetings; develop agendas; and prepare materials, proposals and reports as required. Coordinate activities with other staff and groups.

Identify appropriate resources and contacts and establish necessary working relationships and communication links with neighborhoods and/or target groups. Identify potential funding sources for specialized programs. Finalize and submit proposals and/or assist/encourage other groups to do so.

Administer grant and/or City funded programs, develop Requests for Proposals (RFP's) for specific services, coordinate vendor selection, develop purchase of service contracts, monitor contract compliance and service delivery, and provide technical assistance to vendors. Complete and prepare required reports and documentation.

Assist with the assessment of community, social, and economic needs, especially as they relate to target group(s).

Identify potential funding sources for target service area(s) and/or for general human service needs. Collect necessary data and information to prepare grant proposals and budgets. Meet with appropriate agencies and groups to discuss draft proposals. Finalize and submit proposals. Establish and maintain necessary administrative policies, procedures and recordkeeping systems. Prepare and submit required reports and data.

Work as part of the Community Resources team during the purchase of service review process.

Perform related work as assigned.

### *Community Development Specialist 2*

Perform all work of a Community Development Specialist 1, with a higher degree of judgment, discretion and initiative; and

### **Grants**

Exercise developed expertise in the development and assessment of diverse funding proposals and contract terms; and in the identification and resolution of related issues.

Take a lead role in the administration of specialized programmatic components related to funding source rules. This may involve the improvement of administrative and reporting systems related to such areas as environmental review, fair labor standards, equal opportunity, and displacement/relocation.

Play an active role in the assessment and enhancement of office procedures, policies and standards, and programmatic component systems, such as environmental review, fair labor standards, equal opportunity, and displacement/relocation.

### **Community Services**

Represent the Mayor and the Community Services Office in contacts with target group members and organizations.

Perform or coordinate the assessment of target group social and economic needs; identify alternative strategies for meeting these needs; and assist community groups to obtain and manage funding.

Facilitate referrals and cooperative efforts among private, public and non-profit agencies and groups to insure maximum use of resources and reduce duplication of efforts.

Assist higher-level Community Development Specialists in the development and administration of funding and evaluation processes relative to the target group. Perform coordinative and professional staff support functions relative to the purchase-of-service contracting process. Develop plans, write reports and assist with the staffing of committees. Review service initiatives submitted through the Community Services funding process. Encourage and/or assist with the development of proposals. Monitor activities of contracted agencies to ensure compliance with program objectives and expectations.

Develop and monitor contracts with non-profit agencies and other service providers. Prepare and present regular written and oral reports to the appropriate review committees.

Provide technical assistance to neighborhoods and agencies under contract in such areas as financial recordkeeping and reporting, program planning, grant writing, service delivery, and other administrative and programmatic issues related to target group services.

Review legislation, proposed legislative and regulatory changes relative to the target group. Make reports and recommend changes, actions or specific legislation. Communicate information to appropriate groups and individuals.

Review service initiatives for the target group and/or for general needs submitted through the Community Services funding process. Encourage and/or assist with the development of proposals. Monitor activities of contracted agencies to ensure compliance with program objectives and expectations.

Perform related work as assigned.

### *Community Development Specialist 3*

Perform all work of a Community Development Specialist 2; and

### **Grants**

Assume responsibility for the development and assessment of complex and multi-faceted funding proposals and contract terms relevant to major grant-funded programs and projects, with a high degree of independence.

Provide a leadership role in the ongoing training of subordinates; and assign and monitor the work of designated professional assistants.

Participate in the general administration of the office as assigned. Prepare and present major policy recommendations.

### **Community Services**

Coordinate the City's purchase-of-services program. Perform a wide variety of coordinative and professional staff support functions to insure that the City's approach to purchasing human services is fair, uniform and expeditious. Develop plans, write reports and assist with the staffing of committees to provide technical information and to develop a coordinated information base and practical and workable procedures. Develop and implement necessary policies, procedures, systems and recordkeeping.

Oversee the development of contracts with non-profit agencies and other service providers. Ensure the consistency of contracts in regard to service descriptions, budgets, and outcome requirements. Prepare and present regular written and oral reports to the appropriate review committees relative to the acceptance, modification and/or cancellation of contracts and relative to other informational, procedural and contract compliance matters.

Develop and maintain a current list of alternative financial resources for City-purchased human services.

Provide leadership to staff who provide technical assistance to agencies under contract in such areas as financial recordkeeping and reporting, program planning, grants writing, service delivery and other related administrative and programmatic issues. Identify persons and/or agencies in the community to assist non-profit agencies relative to such areas as organization, financial matters and service delivery. Work to ensure the quality and effectiveness of services, while maintaining responsive and respectful relationships with service providers.

Review federal titles, federal and state statutes, and administrative rules and regulations which govern the administration and delivery of City-purchased human services. Recommend procedural and other types of changes to the Community Services Supervisor, as appropriate.

Perform related work as assigned.

#### *Community Development Specialist 4*

Perform all work of a Community Development Specialist 3; and

Hire, train, assign, supervise, evaluate and discipline assigned staff. Assign work projects to subordinates, provide direction to improve methods and productivity, and check for results.

Provide ongoing leadership and training to staff within areas of responsibility and expertise. Coordinate subordinate activities on major development projects.

Participate in the general management of the program as a management team member. Develop and recommend program policies and procedures. Assume managerial responsibilities as assigned.

Perform complex multi-disciplinary analysis of community development proposals; the development and integration of inter-governmental resources; and the development and implementation of related strategies. Resolve problems encountered in program implementation.

Represent program interests in a variety of venues to include high-level inter-agency teams.

Perform related work as assigned.

### QUALIFICATIONS

#### Knowledge, Skills and Abilities:

#### *Community Development Specialist 1*

#### **Grants**

Knowledge of loan and grant program principles and processes including grant writing, contract administration and related laws and regulations. Working knowledge of the principles and practices of accounting and public finance. Knowledge of business

administration, principles and practices. Knowledge of related planning programs and processes, including environmental review requirements. Ability to perform related analyses. Ability to collect and analyze related data and to compile and present reports and recommendations. Ability to research, write and administer grant and/or City-funded programs. Ability to prepare, manage and monitor capital and operating budgets. Ability to prepare and review financial feasibility studies and pro-formas. Ability to evaluate the effectiveness of grant-funded programs. Ability to provide technical assistance and administrative consultation to grant/purchase-of-service funded service providers. Ability to interpret related regulations and ordinances. Ability to develop consensus and negotiate within pre-established parameters. Ability to learn reconciliation processes for various IT systems, including Telestaff, SXD, or other City financial systems. Ability to communicate effectively both orally and in writing. Ability to develop and maintain effective working relationships with the public and other agencies and groups. Ability to maintain adequate attendance.

### **Community Services**

Knowledge of the theories, principles and practices relative to the administration, funding and delivery of human services. Knowledge of the social, economic, human service and legislative issues, community resources, and delivery systems associated with the target group(s). Knowledge of government contracting processes and grant writing techniques, policies, procedures and requirements. Knowledge of program planning and evaluation techniques including data and input collection and analysis, issue identification, performance monitoring and reporting. Knowledge of business administration principles and practices. Knowledge of community organizations; public, non-profit and private agencies; and groups providing services to the target group(s). Ability to research, write and administer grant and/or City-funded programs. Ability to analyze, summarize and articulate information and data. Ability to work with a variety of groups and individuals. Ability to establish and maintain effective working relationships with the public and other agencies and groups. Ability to communicate effectively, both orally and in writing. Ability to prepare technical and narrative reports and proposals. Ability to effectively staff and support committees, advisory groups and other related groups. Ability to provide technical assistance and administrative consultation to grant/purchase-of-service funded service providers. Ability to establish and implement program operation and monitoring procedures. Ability to maintain adequate attendance.

### *Community Development Specialist 2*

### **Grants**

All of the above, and; Working knowledge of related loan and grant program principles and processes, including grant writing, contract administration and related laws and regulations. Working knowledge of business administration, including financial management, general accounting, and program and business planning. Working knowledge of the principles and practices of accounting and public finance. Knowledge of Affirmative Action, EEOC and Fair Labor Standards. Ability to prepare and review financial feasibility studies and pro-formas. Ability to develop and coordinate systems and methodologies to evaluate programs.

### **Community Services**

All of the above, and; Working knowledge of the theories, principles and practices relative to the administration, funding and delivery of human services. Working knowledge of the social, economic, human service and legislative issues, community resources, and delivery systems associated with the target group(s). Working knowledge of government contracting processes and grant writing techniques, policies, procedures and requirements. Working knowledge of program planning and evaluation techniques including data and input collection and analysis, issue identification, performance monitoring and reporting. Working knowledge of business administration principles and practices. Working knowledge of community organizations; public, non-profit and private agencies; and groups providing services to the target group(s).

### *Community Development Specialist 3*

#### **Grants**

All of the above; and Thorough knowledge of loan and grant programs related to these development areas including grant writing, contract administration and related laws and regulations. Thorough knowledge of business administration including financial management, general accounting, and program and business planning. Thorough knowledge of the City's planning programs and processes. Thorough knowledge of the principles and practices of accounting and public finance. Ability to assume ongoing leadership responsibility for designated staff and/or areas of responsibility. Ability to lead and coordinate professional staff on a project basis. Ability to independently evaluate the effectiveness of complex and multi-faceted grant-funded programs. Ability to actively participate in office administration.

#### **Community Services**

All of the above; and Thorough knowledge of the theories, principles and practices relative to the administration, funding and delivery of human services. Thorough knowledge of the social, economic, human service and legislative issues, community resources, and delivery systems associated with the target group(s). Thorough knowledge of government contracting processes and grant writing techniques, policies, procedures and requirements. Thorough knowledge of program planning and evaluation techniques including data and input collection and analysis, issue identification, performance monitoring and reporting. Thorough knowledge of business administration principles and practices. Thorough knowledge of community organizations; public, non-profit and private agencies; and groups providing services to the target group(s). Ability to assume ongoing leadership responsibility for designated staff and/or areas of responsibility. Ability to lead and coordinate professional staff on a project basis. Ability to actively participate in office administration.

### *Community Development Specialist 4*

All of the above; and Working knowledge of supervisory principles and practices, including labor relations. Ability to hire, train, supervise, evaluate and discipline staff. Ability to lay out, plan, and supervise work. Ability to develop and/or adapt applicable community development standards and/or procedures. Ability to negotiate high-level and complex



agreements and their application. Ability to effectively participate in all related office management programs.

*Additional KSAs may be added for positions as it relates to specific program requirements.*

Training and Experience:

Generally, positions in this classification will require:

*Community Development Specialist 1*

One year of related paraprofessional experience which involved considerable emphasis on the development and/or review of grant-funded proposals. Such experience would normally be gained after graduation from an accredited college or university with a degree in Planning, Business Administration, Public Administration, Social Work, Finance, or a related program. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

*Community Development Specialist 2*

Two years of professional experience in administering grants or providing services to target groups, comparable to that gained as a Community Development Specialist 1 with the City of Madison. Such experience would normally be gained after graduation from an accredited college or university with a degree in Planning, Business Administration, Public Administration, Social Work, Finance, or a related program. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

*Community Development Specialist 3*

Two years of professional experience in administering grants or providing services to target groups, comparable to that gained as a Community Development Specialist 2 with the City of Madison. Such experience would normally be gained after graduation from an accredited college or university with a degree in Planning, Business Administration, Public Administration, Social Work, Finance, or a related program. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

*Community Development Specialist 4*

Two years of advanced-level professional experience in administering grants or providing services to target groups, comparable to that gained as a Community Development Specialist 3 with the City of Madison. Such experience should be supplemented by at least one year in a leadership or supervisory role, and would normally be gained after graduation from an accredited college or university with a degree in Planning, Business Administration, Social Work, Public Administration, Finance, or a related program. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

<b>Department/Division</b>	<b>Position</b>	<b>Comp. Group</b>	<b>Range</b>
DPCED/Community Development Division	Community Development Specialist 1	18	06
	Community Development Specialist 1	18	08
	Community Development Specialist 1	18	10
	Community Development Specialist 1	18	12

Approved: \_\_\_\_\_  
 Brad Wirtz  
 Human Resources Director  
 \_\_\_\_\_ Date