

COMMUNITY DEVELOPMENT TECHNICIAN 1-2

CLASS DESCRIPTION

General Responsibilities:

This is responsible para-professional and technical work associated with the City's professional community development activities. The work involves providing a diverse range of data management, database system support, contract coordination, asset management, compliance, and/or environmental review activities associated with local, state and federal grants. The work involves management of financial operations including management and maintenance of the Division's portfolio of installment and deferred payment loan assets and/or budget and financial responsibilities for neighborhood centers. Under the supervision of the Community Development Grants Supervisor or the Community Development Program Manager, an employee in this position functions independently in area(s) of responsibility and will be required to exercise judgment and discretion in working collaboratively with the Community Development staff to provide support for project management activities.

This series is structured so that the Community Development Technician 1 will advance to the 2 level as a function of increased skill and independence, as well as familiarity with local, State and Federal regulations as it relates to community development activities, generally after approximately 2 years.

Community Development Technician 1

This is the entry-level of the Community Development Technician progression series. Under the close to limited supervision of the Community Development Grants Supervisor or the Community Development Program Manager, incumbents will provide para-professional and technical support and become familiar with local, State and Federal housing and community development regulations as they relate to the division's activities.

Community Development Technician 2

This is the objective level of the Community Development Technician progression series. Under general supervision, the incumbent will be expected to independently provide para-professional technical support and expertise in local, State and Federal housing and community development regulations as they relate to the division's activities.

Examples of Duties and Responsibilities:

Community Development Technician 1

Manage and maintain the Community Development Division's data collection and reporting systems associated with activities funded from local, State and Federal sources.

Maintain databases used to track assisted projects including Project Set-up and Project Completion reports, and service delivery data. Serve as system administrator to internal databases and contract management systems, such as Provider Gateway. Provide support and problem-solving services to staff relative to these databases, software, networking and other computer applications.

Prepare data reports for the Division's management team and regular data summaries to Community Development staff to assist with project management responsibilities. Gather, organize and report administrative data, operational information and/or statistical data. Coordinate office activities related to the preparation of funder-required reports including HUD's Consolidated Analysis Performance and Evaluation Report; HUD's Annual Action Plan; HUD-related homeless reports as well as other reports required by State and Federal funders. Coordinate systems for Community Development funding processes. Prepare related administrative reports and financial analyses and make recommendations.

Prepare budgets for various neighborhood centers. Make other budget projections as directed. Review and monitor grant budgets and billings. Maintain budgetary, cost accounting and related records according to established accounting or program procedures. Prepare billings and year-end account closeout reports.

Maintain budgetary, cost accounting and related records according to established accounting or program procedures. Serve as fiscal contact, as needed, for federal and state grants that CDD is awarded. Track expenditures and prepare quarterly financial status reports. Work with grant auditors and provide documentation as needed. Provide funded agencies with financial audit reports, as requested.

Prepare required environmental review reports for federally funded projects in compliance with HUD environmental review regulations. Prepare environmental review reports for capital projects led by other City departments and external entities. Maintain the Division's interface with Federal review systems and the City's GEO and GIS systems.

Complete compliance related work associated with the Division's portfolio of rental housing projects. Lead CDBG unit's rental housing compliance team. Perform desk review of leases, tenant selections plans, affirmative marketing plans and rent rolls. Perform on-site monitoring of tenant files and interviewing of tenants as necessary. Communicate with grantees and loan recipients regarding their compliance or non-compliance with local, State and Federal regulations.

Develop and maintain contract templates with funded agencies in accordance with pre-established guidelines and adherence to relevant regulatory and financial frameworks. Collect contracting information from funded agencies on an annual basis or as needed. Proof scope of services, expense and service reports for accuracy and consistency. Assemble contracts and send out for agency signature, prepare for contract routing and process once contract is enacted. Maintain regular communication with funded entities, providing technical assistance and problem solving support, as needed, in order to enhance the project, program or agency effectiveness.

Maintain contract records, manage disbursement of funds, and monitor contracts for program and financial compliance. Provide staff with utilization reports as related to contract expenditures and reporting.

Act as CDD contact for property management functions for the neighborhood centers. Respond to requests for repairs and assistance from center directors and coordinate with Engineering for repair or replacement. Coordinate rent, CAM and tax payments with Madison Public Library and the management company for the City's owned neighborhood center. Collect bids and contract with cleaning company for the nightly cleaning of the center.

Serve as Community Development Division liaison to Department of Civil Rights (DCR) and oversee the completion and quality of work related to Division projects that are required to comply with Federal Davis-Bacon Fair Labor regulations. Assist DCR staff with any issues or objections that may arise in the course of the application of Davis-Bacon regulations to Division projects, including pre-construction meetings, payroll reviews, employee interviews and development of remedies for non-compliance.

Maintain the Division's asset portfolio management system and participate in system conversion activities as necessary. Assist in the development and maintenance of complex computerized accounting, financial and reporting systems.

Manage loan servicing associated with the Division's asset portfolio, comprised of loans from such sources as the City's Affordable Housing Fund and Affordable Housing Trust Fund, Federal HOME and Community Development Block Grant funds, etc.

Evaluate and prepare payoff requests, subordinations and verification of mortgages. Complete annual risk assessments for all outstanding loans in asset portfolio.

Work in coordination with the City Attorney's Office to track and monitor foreclosure actions taken on any properties in the Division's loan portfolio. Develop semi-annual reconciliation reports to ensure accurate correlations of Division's loan database with MUNIS.

Perform related work as required.

Community Development Technician 2

Perform the duties and responsibilities of the Community Development Technician 1 with a greater degree of skill and independence.

Provide guidance to Community Development staff on local, State and Federal housing regulations.

Recommend and implement program improvements.

Perform related work as required.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Community Development Technician 1

One year of experience providing community development services associated with affordable housing, contract coordination and compliance, HUD compliance review, loan servicing, budgetary and financial responsibilities, environmental review or non-profit management. Such experience would normally be gained after completion of an Associate's degree in Community Development, Urban and Regional Planning, Public Policy, Business, or related field. Graduation from an accredited college or university with a Bachelor's Degree in Community Development, Urban and Regional Planning, Public Policy, Business, or related field may be substituted for the experience requirement. 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 Technician 2

Three years of experience providing community development services associated with affordable housing, contract coordination and compliance, HUD compliance review, loan servicing, budgetary and financial responsibilities, environmental review or non-profit management. Such experience would normally be gained after completion of an Associate's degree in Community Development, Urban and Regional Planning, Public Policy, Business, or related field. Graduation from an accredited college or university with a Bachelor's Degree in Community Development, Urban and Regional Planning, Public Policy, Business, or related field may be substituted for one year of experience. 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.

Knowledge, Skills and Abilities:*Community Development Technician 1*

Working knowledge of relational databases, data collection methods and data analysis techniques. Working knowledge of and ability to use computer software applicable to the duties of the position, including spreadsheets and databases. Knowledge of accounting and lending principles, theory, procedures and terminology. Knowledge of local, State and Federal community development grant programs, contract administration and related regulations. Knowledge of and ability to use GIS software. Ability to prepare and reconcile accounting records using various software/databases. Ability to understand and implement Federal and State regulations pertaining to Environmental Review, local, State

and Federal rental housing standards, and Davis-Bacon Fair Labor Standards. Ability to organize facts and present them clearly in written and graphic form. Ability to manage and maintain data collection and reporting systems. Ability to collect and analyze data and to compile and present reports and recommendations. Ability to interpret related regulations and ordinances. Ability to work with multi-cultural populations. Ability to communicate effectively both orally and in writing. Ability to develop and maintain effective working relationships with co-workers, other agency staff and the general public. Ability to work effectively with multicultural populations. Ability to maintain adequate attendance.

Community Development Technician 2

Thorough knowledge of relational databases, data collection methods and data analysis techniques. Thorough knowledge of and ability to use computer software applicable to the duties of the position, including spreadsheets and databases. Working knowledge of accounting and lending principles, theory, procedures and terminology. Working knowledge of local, State and Federal community development grant programs, contract administration and related regulations. Working knowledge of and ability to use GIS software. Ability to prepare and reconcile accounting records using various software/databases. Ability to understand and implement Federal and State regulations pertaining to Environmental Review, local, State and Federal rental housing standards, and Davis-Bacon Fair Labor Standards. Ability to organize facts and present them clearly in written and graphic form. Ability to manage and maintain data collection and reporting systems. Ability to collect and analyze data and to compile and present reports and recommendations. Ability to interpret related regulations and ordinances. Ability to work with multi-cultural populations. Ability to communicate effectively both orally and in writing. Ability to develop and maintain effective working relationships with co-workers, other agency staff and the general public. Ability to work effectively with multicultural populations. Ability to maintain adequate attendance.

Necessary Special Qualifications:

Ability to meet the transportation requirements of the position.

Physical Requirements:

The incumbent will be expected to drive to and physically access nonprofit organization business locations. In addition, the incumbent may be expected to attend meetings outside the regular work schedule, especially evenings.

Department/Division	Classification	Comp. Group	Range
DPCED/Community Development Division	Community Development Technician 1	20	14
DPCED/Community Development Division	Community Development Technician 2	20	16

Approved: _____
Harper Donahue
Human Resources Director

Date