



# City of Lindsay

## JOB DESCRIPTION

### COMMUNITY DEVELOPMENT SPECIALIST II

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**Class Title:** COMMUNITY DEVELOPMENT SPECIALIST II  
**Department:** CITY SERVICES  
**Location:** 150 N. MIRAGE AVE

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#### GENERAL PURPOSE

Performs a variety of routine and complex administrative, technical and professional work in the preparation and implementation of community development grants, programs and services.

#### SUPERVISION RECEIVED:

Works under the general supervision of the Community Development Director.

#### SUPERVISION EXERCISED

None generally. May supervise support staff, part-time or temporary employees or volunteers, as assigned.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

Gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.

Prepares, maintains and stores records, files and logs related to housing permit issuance and inspections;

Assists in the resolution of complex and sensitive customer service issues, either personally, by telephone or in writing; maintains records and documents of customer service issues and resolutions.

Provides information to the general public on community development issues, programs, services, and plans.

Schedules appointments and makes travel arrangements for Community Development Director.

Answers incoming telephone and intercom phones and routes calls to proper personnel; greets walk-in traffic and provides direction to proper personnel.

Prepares and maintains information on specific grant programs, availability of funds, applicant qualifications, etc.; responds to requests for information for community development purposes; prepares data sheets and other information. Responds to local citizens inquiring about local community development activities and opportunities.

Prepares a variety of studies, reports and related information for decision-making purposes.

Monitors local, state and Federal legislation and regulations relating to community development, and reports findings, trends and recommendations to supervisor.

Provides staff support to the Planning Commission, Redevelopment Agency Board, or other agencies as needed and assigned. Prepares reports and supporting data.

Prepares graphics, charts, tables, promotional materials, etc. for community development activities.

#### PERIPHERAL DUTIES

May serve as a member of various staff committees as assigned.



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Attends professional development workshops and conferences to keep abreast of trends and developments in the field of grant administration.

Assists other staff members as needed.

### DESIRED MINIMUM QUALIFICATIONS

#### Education and Experience:

- A) Graduation from an accredited two-year college with a degree in business or public administration, economics, marketing, finance, or a related field, and
- B) Two (2) years related experience; or
- C) Any equivalent combination of education and experience, additional education substituting on a year-for-year basis for the required experience.
- D) Bilingual in Spanish preferred.

#### Necessary Knowledge, Skills and Abilities:

- A) Considerable knowledge of basic real estate principles, including escrow, foreclosure, sale, and deeds;
- B) Working knowledge of basic accounting principles and municipal zoning; some knowledge of planning programs and processes; basic understanding of principles of homeowner and liability insurance; knowledge of loan underwriting practices.
- C) Ability to research, analyze and interpret State and Federal housing laws.
- D) Skill in the operation of the listed tools and equipment.
- E) Ability to communicate effectively orally and in writing with contractors, developers, home owners, supervisors, employees, and the general public; Ability to establish effective working relationships.

### SPECIAL REQUIREMENTS:

Valid State Driver's License, or ability to obtain one by time of hire.

### TOOLS AND EQUIPMENT USED

Personal computer, including word processing; motor vehicle; calculator; phone; copy and fax machines.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required when visiting grant applicants. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and/or hear.

The employee must occasionally lift and/or move up to 20 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



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#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The vast majority of work performed in this position is done indoors in a controlled climate. The employee may rarely be exposed to wet and/or humid conditions while outside the office on business.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

#### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required, including a pre-employment physical examination and drug testing.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



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