



COMMUNITY DEVELOPMENT TECHNICIAN

DEFINITION

Under close supervision, the Community Development Technician is responsible for performing a wide variety of technical, paraprofessional, customer service, and clerical work associated with housing and/or community development projects and programs and performing related duties as required.

CLASS CHARACTERISTICS

The Community Development Technician is located in the Housing and Community Development Division of the Economic and Community Development Department. The position will perform routine and complex tasks associated with the City's housing and community development programs and projects including: contract management, program monitoring, processing invoices, gathering and managing data; conducting research, and preparing reports and other documents. May receive functional or technical supervision from department staff.

EXAMPLES OF DUTIES

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level.

1. Gather and maintain data in computer databases and produce statistical and narrative reports related to community development, housing development, housing preservation, and homeless projects and programs.
2. Assist with City-sponsored housing projects, including activities associated with site acquisition, financing, monitoring, and contract administration.
3. Assist with the administration of the City's Community Development Block Grant (CDBG) and public service grant programs. Tasks include funding application preparation and reporting, program and sub-recipient monitoring, and tracking program funds
4. Review project files for completeness, process payments for contractors or vendors, and track program and contracting requirements such as insurance policy terms.
5. Research information, provide recommendations, and assist in the development or revision of program procedures and guidelines.
6. Assist with monitoring and ensuring program compliance for the City's below market rate (BMR) homeownership program including preparing notices, tracking and monitoring of correspondence, and updating the program's database.
7. Organize and maintain various departmental files. Type correspondence, reports, forms, and specialized documents from drafts, notes, or brief instructions. Proofread and check typed and other materials for accuracy, completeness, and compliance with departmental policies and regulations.
8. Receive and screen visitors and telephone calls and direct the caller to the proper person or personally handle the call.
9. Operate standard office equipment.
10. Perform related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Procedures and operating details of the Economic & Community Development Department
- Basic principles and practices of public administration
- Data collection methods
- Program monitoring and evaluation methods
- Contractual agreements
- Basic word processing, excel, and database computer skills

Ability To:

- Learn applicable federal, state, and local laws and regulations regarding CDBG, housing, tenant protection ordinances, and other related housing programs and funding sources.
- Effectively explain community development practices and objectives to individuals from a wide range of social and economic backgrounds
- Make decisions, use good judgment, take initiative
- Analyze and problem solve
- Work independently
- Demonstrate interpersonal sensitivity
- Communicate effectively orally and in writing
- Gather and input data
- Compile data and write reports
- Meet deadlines
- Handle a variety of projects at once
- Organize and maintain multiple files

TRAINING AND EXPERIENCE

Equivalent to graduation from high school with courses in mathematics, writing, supplemented by responsible clerical, computer, and public contact experience. Any combination of experience, education, and training that would provide the required knowledge, skills, and abilities required to perform essential duties of the job. A typical way to obtain the required knowledge, skills, and abilities would be:

- One year of work experience as an Administrative Assistant with a public agency; or
- Related administrative support experience in a public sector housing, community development, or planning department is desirable
- Similar experience in a comparable private industry organization, or
- Equivalent combination of related training and experience