

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Community Development Specialist II

**CLASS CODE:** 4124

### GENERAL DESCRIPTION OF DUTIES:

Incumbents monitor community development housing programs and/or projects for implementation and compliance with existing standards, regulations and laws. Incumbents research and develop funding sources, and complete grant applications.

### DISTINGUISHING CHARACTERISTICS:

This is an advanced journey-level professional classification in the Planning and Development Series – Community Development Programming Group job family within the City of St. Louis. Incumbents within this classification perform a variety of moderately complex to complex duties. The distinguishing characteristics of this classification within the series include responsibility to directly monitor and implement community development programs or projects and research alternative funding sources such as grants, gifts and donations.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is a work contributor class, meaning the incumbent is responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in the same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

### EXAMPLES OF WORK (Illustrative Only):

***(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)***

Monitors implementation of community development programs/projects for compliance with applicable regulations and laws, budget limits and contracts.

Conducts program/project site visits to evaluate project/program compliance.

Determines project eligibility.

Monitors grant fund expenditures; completes and submits program/project reports.

Researches grant requirements and completes grant applications, program budgets, work programs and contracts.

Monitors contractor performance.

Processes loan applications.

Meets with clients, public officials, contractors and other government agencies to provide technical assistance, plan projects and for program implementation matters.

Researches alternative funding sources such as grants, gifts and donations.

Plans and coordinates fund-raising events.

May train program personnel, building inspectors and others regarding community development projects/programs.

Performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Data Utilization:**

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established standards to define consequences and develop alternatives.

### **Human Interaction:**

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers, public officials, contractors, various agencies and clients, on how to apply policies, procedures and standards to specific situations.

### **Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as motor vehicle, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier, and/or materials used in performing essential functions.

### **Verbal Aptitude:**

Requires the ability to utilize a variety of advisory data and information such as budgets, program/project reports, grant applications, contracts, specifications, checklists, a wide variety of program forms, income statements, deeds, maps, directories, census data, ordinances, codes, statutes, regulations, procedures, guidelines and non-routine correspondence.

### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication, division; calculate percentages and decimals; may require the ability to interpret and develop descriptive statistical reports and perform basic algebraic operations.

### **Functional Reasoning:**

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

**Environmental Factors:**

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, dilapidated buildings and construction site hazards.

**Physical Requirements:**

Requires the ability to lift and carry files and papers of up to twenty (20) pounds.

Requires the ability to stoop, crouch, balance, bend and climb to conduct project and program site inspections.

**Sensory Requirements:**

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks to identify deficiencies of building projects, need of repairs and contract compliance during site inspections. Requires the ability to distinguish objects clearly in near vision for writing and computer work.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.