

CITY OF SALINAS

COMMUNITY DEVELOPMENT ANALYST

BARGAINING UNIT/CLASS CODE:

AMPS / D27

DEFINITION

To develop, implement and monitor Community Development activities, especially those funded through federal grants such as the HUD Community Development Block Grant (CDBG) and Home Investment Partnerships Program (HOME). To perform varied and highly responsible administrative work and provide technical assistance in the City's housing programs.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Planning Manager. May exercise direct or indirect supervision of technical and clerical personnel.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Plan, implement, and administer the City's CDBG and HOME activities; monitor grant programs and recipient agencies for compliance. Prepare applications for Community Development and affordable housing activities; oversee required grant and City record keeping; prepare grantee performance reports; assist in the development of new housing programs and modification of existing programs. Ensure program compliance with Federal, State and local regulations. Prepare, monitor and administer operating budgets and funding allocations. Coordinate program activities with other City departments and outside agencies (non-profit sub-recipients); act as staff liaison with regional HUD representatives. Provide highly responsible staff assistance to division head. Prepare and administer contractual agreements. Complete or coordinate environmental review required program activities. Research and analyze program requirements and make recommendations for improvements; assist with preparation of various grantee reports (e.g., Consolidated Plan). Assist in the development and implementation of goals, objectives, policies and priorities. Interpret and analyze legislative proposals and regulations. Advise CDBG/HOME applicants and the general public on Community Development activities. Make presentations to private groups and organizations, as well as to public agencies; serve as staff liaison to community organizations. Prepare correspondence, reports, charts, and other materials necessary to accomplish Departmental goals. Prepare public information materials (e.g. brochures, advertisements, requests for proposals, newsletters, application forms, etc.), as necessary. Supervise, train and evaluate technical and clerical staff, as assigned. Perform related duties, as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, detailed fine writing on plans and specifications for development projects, and distinguish colors for design evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead as needed; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally include driving to job sites, training and out-of office meetings.

**CITY OF SALINAS
COMMUNITY DEVELOPMENT ANALYST (continued)**

QUALIFICATIONS

Knowledge of:

Federal and local regulations relating to the provision of affordable housing and community development programs. Grant and contract administration; negotiation techniques. Principles and practices of public administration, community development and planning; as well as, municipal accounting, record keeping and budgeting. Research methods and procedures; mathematics and statistics. Operation of personal computer word processing and spreadsheet programs including HUD software programs.

Ability to:

Interpret, analyze, explain and apply governmental policy, procedures and regulations. Prepare and oversee budgets. Prepare concise, comprehensive and accurate written reports and correspondence. Communicate effectively, orally and in writing. Promote the mission, values and standards of the organization. Establish and maintain effective working relationships with other City Departments, outside agencies, and the general public. Effectively organize tasks, plan time and meet deadlines. Schedule and train assigned staff.

License or Certificate:

Possession of a valid California Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the required knowledge, skills and abilities would be any combination equivalent to a Bachelor's degree from an accredited college or university with major course work in Urban Planning, Public Administration or a related field and two years technical, analytical or program management and coordination experience, particularly in federal and state grant administration, housing or related community development activities.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-96, REV: 4-01, REV: 7-03, REV: 2-07