



CITY OF CITRUS HEIGHTS

DEVELOPMENT SPECIALIST I DEVELOPMENT SPECIALIST II

DEFINITION

To provide professional and technical support and analysis for activities and operations involving the administration and implementation of programs relating to economic development, redevelopment, land development, business development, housing, grants, and Community Development Block Grants; assist in the administration and monitoring of various grants and programs; coordinate between City departments, outside agencies, contractors, clients and all others related to programs and activities; perform related work as required.

DISTINGUISHING CHARACTERISTICS

Development Specialist I – This is the entry level class in the professional Development Specialist series. This class is distinguished from the journey by the performance of the more routine tasks and duties as assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Development Specialist II – This is the journey level class within the professional Development Specialist series. This class is distinguished from the entry level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

SUPERVISION RECEIVED AND EXERCISED

Development Specialist I

Receives general direction from an assigned supervisor.

Exercises technical and functional supervision over technical and administrative support personnel.

May exercise direct supervision over technical and administrative support personnel.

Development Specialist II

Receives direction from an assigned supervisor.

Exercises direct supervision over technical and administrative support personnel.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Actively seek and identify development opportunities for review by the Director; assist with the feasibility analysis of potential development projects; plan, organize, and participate in economic development activities; assist with and/or facilitate the implementation of high priority and desirable private development projects.

Assist the Director with Redevelopment Agency activities including land acquisition, project planning, negotiations, plan preparation and implementation.

Assist with the recruitment of businesses to the City; interact with developers interested in the City market; work with businesses yet ensure that the City's needs and interests are met; prepare recruitment and outreach materials and conduct and/or supervise outreach and marketing activities.

Participate in projects through the development approval process; establish and maintain critical partnerships with outside interests including businesses, property owners, brokers and others.

Make presentations to outside groups and the City Council; attend trade shows and meetings to market the City's economic development and redevelopment opportunities to potential interests.

Engage the private sector and other public agencies in the implementation of economic development and redevelopment activities by forming partnerships, supporting strategic planning, developing and implementing programs; serve as project manager for development projects.

Assist with the negotiation of redevelopment projects including the preparation of documents such as development agreements, owner participation agreements, property options, contracts, resolutions and requests for proposal.

Monitor activities with City consultants including the preparation and administration of contracts.

Develop short and long range economic development plans; gather, interpret and prepare data for studies, reports and recommendations; coordinate activities with other departments and agencies as needed.

Prepare and maintain information on utilities, taxes, zoning, transportation, community services, financing tools, etc.; respond to requests for information on economic development purposes, prepare data sheets and other information; respond to county citizens inquiring about County economic development activities and opportunities.

Assist in planning, organizing and administering complex redevelopment, economic development, Community Development Block Grant (CDBG) programs and neighborhood development projects, programs, and activities.

Assist in the planning, organizing and coordinating of the activities of a variety of housing programs within the City, including federal CDBG and HOME Programs, Cal Home Grant First-Time Buyer Program, and City Housing Rehabilitation Program and other similar programs.

Identify and pursue grants, low-interest loans, public-private housing partnerships and other types of affordable housing assistance; oversee and assist in the preparation of grant applications and seek out additional funding sources for housing activities.

Utilize and administer funds from the City Redevelopment Agency set-aside program and the City's Housing Trust Fund to increase the level of home ownership, preserve the existing housing supply, optimize remaining development opportunities, and ensure the availability of low income and moderate housing and renovation of rental housing areas.

Identify, create, and market housing program development opportunities to private developers, non-profit organizations, other agencies, and other potential partners.

Administer projects selected by the City Council including housing rehabilitation, economic development, redevelopment programs, and special projects.

Identify, secure, and coordinate a variety of housing-related contract services funded through City, State and/or Federal sources; monitor contracts and approve payments; and ensure regulatory compliance with reporting and documentation requirements.

Perform advanced statistical research and prepare related analysis, conclusions, and recommendations; prepare a variety of technical documents and reports to reflect current Council policies and priorities.

Make presentations at various meetings including those before the Redevelopment Agency and City Council.

Conduct policy and financial analysis of economic development and redevelopment projects.

Assist in the preparation of the Division budget.

Participate in the selection of consultants and monitor their activities and performance; administer contracts for the City and coordinate contract administration and payments with other agencies.

Serve as liaison between property owners, businesses, City staff and others regarding programs and activities.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties and complete special projects as assigned.

MINIMUM QUALIFICATIONS

Development Specialist I

Knowledge of:

Research techniques and report writing.

Policies and administrative procedures of municipal government.

Principles of program management.

Correct English usage, spelling, grammar, and punctuation.

Record keeping and basic accounting in order to monitor grants and payments.

Pertinent local, State and Federal laws, ordinances, City functions, policies, rules and regulations.

General office methods, equipment use and procedures, including computers and software applications for word processing, database, and spreadsheet use.

Basic principles of budget preparation and monitoring.

Ability to:

Learn to plan, organize, and coordinate a variety of housing, grants, economic development and redevelopment-related programs and services within the City, including interpretation and application of codes, regulations, statutes, ordinances, and policies related to the associated programs and grants.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at a desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Learn the practices used in affordable housing, economic development and redevelopment programs.

Learn and apply California redevelopment law and CDBG regulations and procedures, and other state and federal housing programs.

Learn and apply grant and funding application and administration processes; funding sources; residential rehabilitation and financing programs; principles of real estate financing, low interest loans, and eligibility criteria.

Understand local resources, including social services and financial services relevant to low income financing and financial assistance; equal opportunity guidelines and policies as applied to housing.

Work effectively with neighborhood groups, developers, property owners, architects, engineers, community service organizations, other public agencies, and the general public.

Facilitate neighborhood and community services planning, and service delivery in a multi-cultural environment.

Communicate effectively, orally and in writing; develop and deliver effective oral presentations to groups; prepare professional reports and correspondence.

Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community.

Ability to remain calm in stressful situations.

Exercise initiative and independent, astute judgment in sensitive situations; interview, investigate, problem solve and negotiate.

Assist in identifying, creating, and marketing housing, economic development and redevelopment program opportunities to the public, private developers, non-profit organizations, other agencies, and other potential partners.

Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.

Attend public meetings in the evening and/or on weekends to perform the requirements of the position.

Preserve confidentiality of sensitive material routinely encountered as part of work assignments.

Operate personal computer with proficiency and familiarity.

Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.

Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication. Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

No previous professional experience required.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in economic development, redevelopment, housing, planning, or a related field.

License or Certificate:

May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

Development Specialist II

In addition to the qualifications for Development Specialist I:

Knowledge of:

Principles and practices of urban planning, economic development, redevelopment, housing program administration and funding methods.

Principles and practices of grant management.

Principles and practices of advanced program and project management.

Principles and practices of negotiations related to economic development.

Ability to:

Independently plan, organize, and coordinate a variety of housing, grants, economic development and redevelopment-related programs and services within the City, including interpretation and application of codes, regulations, statutes, ordinances, and policies related to the associated programs and grants.

Develop and implement affordable housing programs, neighborhood empowerment and revitalization, housing preservation and property assistance.

Research and apply California redevelopment law and CDBG regulations and procedures.

Research, secure, and monitor grant and other funding; process payments; oversee sub-contracts.

Independently apply grant and funding application and administration processes; funding sources; residential rehabilitation and financing programs; principles of real estate financing, low interest loans, and eligibility criteria.

Effectively identify, create, and market housing, economic development and redevelopment program opportunities to the public, private developers, non-profit organizations, other agencies, and other potential partners.

Ensure program and grant compliance with Federal, State and local rules, laws and regulations.

Analyze and interpret a variety of technical and statistical information including financial, real estate and demographic data in written, oral, diagram or mathematical form.

Research, analyze and interpret findings, and prepare clear and concise reports.

Write and administer contracts and development agreements.

Interpret and explain complex economic development, redevelopment and housing related policies and procedures.

Effectively negotiate terms with the business community.

Manage the more complex and sensitive projects.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of professional experience in economic development, redevelopment and housing programs similar to the Development Specialist I with the City of Citrus Heights.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in economic development, redevelopment, housing, planning, or a related field.

License or Certificate:

May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

Equal Opportunity Employer

It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.

File:	Development Specialist I Development Specialist II
FLSA:	Exempt
Created:	10/29/07
Revised:	01/5/09 Changed from one level to I/II.
Revised:	05/11/10 – Added responsibilities related to redevelopment. 10/15/10 – Corrected EEO Language