

COMMUNITY DEVELOPMENT TECHNICIAN

DEFINITION

Under general supervision, administers all but the most complex aspects of the Community Development Block Grant (CDBG) program and assists with processing confidential personnel matters.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Prepares written reports associated with the CDBG program, such as Grantee Performance Report, Final Statement, Labor Standards Report, Minority Business Enterprise Report, sub-recipient monitoring reports and other reports required by HUD. Assists in coordinating the funding process, including facilitating public hearings, developing program funding schedule, providing technical support to the Human Relations Commission, reviewing applications for funding eligibility, developing program budget and preparing requests for council action. Prepares written correspondence to HUD, sub-recipients and City agencies. Develops sub-recipient contracts, advising them of HUD regulations and monitoring their compliance. Monitors project progress, coordinating with other City Agencies to ensure timely programmatic expenditures and processing requests for payments. Prepares the annual administrative budget for the CDBG program. Assists the Administrative Services Manager with personnel matters, which are confidential or require special expertise, such as handling personnel certifications, performance appraisals or workers' compensation. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is a single position classification, which reports to the Administrative Services Manager. The position is responsible for the day-to-day administration of a single program, the CDBG, and for supporting the processing of confidential personnel transactions. The position operates with a great deal of independence and uses some judgement in interpreting federally mandated program guidelines.

RECOMMENDED MINIMUM QUALIFICATIONS

One year of experience administering or supporting the administration of federally funded programs, preferably the CDBG program.

### DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: the nature, intent, scope, objectives and organization of the CDBG program; principles and practices of public personnel administration, including civil service hiring procedures and workers compensation.

Ability to: establish and maintain effective working relationships with community organizations, the federal government, and other City employees; monitor project progress, prepare annual administrative budget, conduct research and prepare complete and comprehensive reports and correspondence.

### CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is detail-oriented yet able to coordinate multiple tasks and projects. The incumbent uses sound judgement in adhering to broad policy objectives while assuring compliance with program requirements. This self-starter works well with minimal supervision, values and maintains confidentiality, takes pride in providing accurate information and deals effectively with a wide variety of individuals and groups.

Class title established per Council Resolution No. 94-072,  
effective 12-1-94

Reviewed: 09/03  
ADA approved: 09/03