

COMMUNITY DEVELOPMENT SPECIALIST

Classification: Exempt

Nature of Work

Under the supervision of the executive director, assistant director or planning and development manager, the Community Development Specialist is responsible for providing technical expertise to communities in applications, administration of grant and loan programs and special projects.

Responsibilities performed on a daily and/or weekly basis include:

- Providing information and technical assistance to member governments in meeting state and federal requirements;
- Providing information and educational programs on current problems facing local government;
- Assisting in the application preparation and administration of grants, loan programs, research projects and other programs;
- Coordinating regional programs including joint purchases and workshops;
- Identifying specific needs within communities and making recommendations and providing technical assistance;
- Providing information on federal and state funding programs;
- Providing basic research for the use of senior level professionals and member governments;
- Analyzing and organizing data into written reports utilizing computerization techniques, composition and editing skills;
- Coordinating and providing professional assistance to citizens, groups and local governments within the region;
- Coordinating fundraising and volunteer development.

Additional daily/weekly responsibilities may include:

- Providing assistance in the updating and computerization of comprehensive plans to communities;
- Providing information, compilation of applications, and the administering of loans for SCOCOG's affiliated boards and loan programs; and
- Performance of any other task assigned.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the South Central Ozark Council of Governments are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties.

Qualifications

Graduation from an accredited college or university with preference given to major course work in the fields of public administration, business administration, economics, or other closely related fields of study is preferred. One year of relevant experience is preferred but not required. Two years of relevant experience may be substituted for each year of education. Skill in the preparation of written reports is desirable and competency in communication with public officials is essential.

Must possess a valid driver's license. Must possess and demonstrate the ability to work well with co-workers, commissioners, elected officials and have the desire to work in a team atmosphere. Must represent SCOCOG professionally with the knowledge and ability to effectively market SCOCOG's services to its members.

Physical Requirements

Constant use of hands and arms to type and write in order to complete necessary paperwork. Must be able to drive and/or ride long distances; nighttime driving is necessary. Must be able to converse by phone and in person with customers and clients. Must be able to sit long periods of time. Must be able to lift boxes of files to move them from one location to another. Must be able to kneel to go through files in lower level cabinets. Must be able to navigate rough, unimproved terrain to monitor projects.