

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**COMMUNITY DEVELOPMENT SPECIALIST II - 1352**

**DEFINITION:**

Under direction, to perform varied and difficult studies and financial analyses on community development, economic development, and redevelopment programs; to coordinate the activities of citizen's advisory committees; to carry out special community program assignments; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Conducts major studies and develops recommendations concerning community development projects, plans, and programs;
- Participates in the formation and review of community development projects, plans, and programs;
- Provides technical assistance, staff services, and cost estimates to citizens advisory groups;
- Assists with coordination of project activities with community advisor boards, the community at-large, private sector stakeholders, other governmental entities, and elected officials;
- Assists in the formation and organization of citizens community development groups;
- Conducts major analyses of community development plans and programs;
- Promotes workforce development, sustainability planning, and development;
- Confers with department heads and public officials on community development programs;
- Provides business assistance and outreaches services;
- Assists with the development and management of budgets;
- Works in land development functions including finance, land use planning, or zoning;
- Prepares and delivers information on the objectives and policies of community development involvement programs;
- Collects data and research;
- Assists with various project feasibility analyses;
- Assists with state and federal grants;
- Prepares reports to City Council, Council Committees, or other audiences;
- Performs special studies.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

A Bachelor's degree or equivalent education (minimum completed college units equal to 120 semester/180 quarter), **AND** two years of full-time professional-level experience. Qualifying experience must include performing the full range of professional-level duties in at least one of the following areas: 1) grant, contract, and/or project management: grants management and administration including managing and monitoring grants, subrecipient agreements, and ensuring compliance for programs such as for Housing and Urban Development (HUD) entitlement programs subrecipient agreements, special assessment district management (authorized under California or local law), and contract or project management with for-profit or nonprofit entities; 2) business assistance: development, implementation, management, and/or marketing of business assistant, attraction, expansion, and/or retention programs, workforce development programs, state or federal incentive programs or resources (e.g. Foreign-Trade Zones, EB-5, Opportunity Zones, EDA), and business finance and lending programs; 3) community services and programs: program development, implementation, management, monitoring, community engagement, and/or marketing of community service programs, government-assisted or affordable housing programs, homeless services and shelter programs, and/or neighborhood revitalization programs; 4) planning, permitting, and development: land development entitlement processing and building permitting, sustainability planning and development, and community development and neighborhood infrastructure projects implementation; 5) finance, commercial lending, and budgeting: program or project financial, budgetary or data development, management and/or analysis of: business finance and commercial lending programs; infrastructure/public facilities financing (e.g., tools such as redevelopment, tax increment, Enhanced Infrastructure Districts (EIFDs) and/or Community Revitalization and Investment Authorities (CRIAs)), contract administrative/budgetary analysis, and data collection and analysis (e.g., econometric modeling); 6) sustainability/climate action and equity: community engagement best practices and application, development of metrics related to climate action and equity, development and/or implementation of programs supporting climate equity, and tracking and application of local, state, and federal funding that relates to climate and equity. Possession of a valid California Class C Driver's License.