

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**COMMUNITY DEVELOPMENT COORDINATOR - 1350**

**DEFINITION:**

Under direction, to supervise the work of a professional staff engaged in the implementation and administration of community development and economic development programs and projects; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

Supervises a professional staff of Community Development Specialists who implement community development and redevelopment programs to include economic development planning, redevelopment projects, infrastructure financing programs, commercial/industrial real estate development/marketing projects, finance programs, and project management.

**\* EXAMPLES OF DUTIES:**

- Meets with the Mayor's Office and department directors to recommend management policies and procedures relative to community development and redevelopment programs;
- Meets with other City departments, agencies, contractors, and community representatives to determine and coordinate financing and work programs;
- Participates in the selection of consultants;
- Serves as staff representative to development task forces, project area committees, and citizens' advisory committees;
- Implements economic development, infrastructure financing, and redevelopment planning on behalf of the City;
- May serve as project administrator for specific high-profile community development projects;
- Supervises the preparation and administration of contracts with private organizations providing economic development services to the City;
- Coordinates activities of City departments as they relate to economic development, infrastructure financing, and redevelopment projects;
- Manages the preparation of budgets and contracts;
- Supervises the preparation and administration of contracts;
- Supervises the preparation of division and Redevelopment Agency budgets and reports;
- Supervises the preparation and presentation of detailed reports, economic forecasts, cashflows, and other written numerical and statistical documents;
- Prepares, reviews, and presents formal and informal presentations to the City Council, Council Committees, Redevelopment Agencies, the Planning Commission, and other decision making bodies;

\* **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.

- Assigns, trains, and evaluates the work of subordinates;
- May serve as a special staff assistant to a Deputy Chief Operating Officer.

**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>.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed college units = 120 semester/180 quarter); **AND** five years of full-time professional-level community development experience as described below. Qualifying experience must include performing the full range of professional-level duties in at least one of the following areas: 1) Economic Development: economic development program management/implementation; industry development program management/implementation; business expansion and retention programs; business finance management; business marketing and outreach; public agency infrastructure/public facilities financing; real estate development finance; community revitalization development; economic/budgetary analysis; business finance/management; sustainability planning and development; workforce development; finance/accounting; and/or state or federal incentive programs, project, and contract management. 2) Community Development: administrative/budgetary analysis; business finance/management; community development projects; community service programs; environmental policy/science management; finance/accounting; government-assisted housing programs; state and federal grant administration; non-profit contract administration; neighborhood revitalization; lending/community investment programs; neighborhood revitalization; non-profit contract administration; public agency infrastructure/public facilities financing; sustainability planning and development; real estate development finance or project management; and/or small business assistance.