

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**COMMUNITY DEVELOPMENT SPECIALIST I - 1351**

**DEFINITION:**

Under general supervision, to perform studies and financial analyses of average difficulty on community development, economic development, and redevelopment programs; to carry out special community program assignments; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Conducts studies to obtain and evaluate information affecting community development programs;
- Assists in the development and management of medium size projects for implementation;
- Acts as liaison between staff and the community on specific phases of community development programs;
- Assists in the formulation and management of community development plans, programs, and/or projects;
- Assists with coordination of project activities with community advisor boards, the community at-large, private sector stakeholders, other governmental entities, and elected officials;
- Assists with the development and management of budgets;
- Provides business assistance and outreaches services;
- Promotes workforce development, sustainability planning, and development;
- Analyzes and makes progress reports on community development programs;
- Recommends survey standards and leads work of data collectors on information projects;
- Collects data and research;
- Assists with various project feasibility analyses;
- Works in land development functions, including finance, land use planning, or zoning;
- 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** one year of full-time professional-level 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) grant, contract, and/or project management: grants management and administration, including the management and monitoring of federal grants, including Housing and Urban Development (HUD) entitlement program and subrecipient agreements; special assessment district management (authorized under California's or local law); project contract management; and/or nonprofit contract administration. 2) business assistance: business development program management/implementation; small business assistance programs; business expansion and retention programs; business marketing and outreach; workforce development; and/or state or federal business incentive programs (e.g. Foreign-Trade Zones, EB-5, Opportunity Zones, EDA). 3) community services and programs: community service programs; government-assisted or affordable housing programs; homeless services and shelter programs; and/or neighborhood revitalization programs. 4) planning, permitting and development: municipal building permit and land development entitlement processing; sustainability planning and development; community development and neighborhood infrastructure projects; and/or comprehensive land use planning. 5) finance and budgeting: community investment programs; business finance programs; lending programs; infrastructure/public facilities financing; real estate development finance and community revitalization; and/or contract administrative/budgetary analysis. 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/or 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.