

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**COMMUNITY DEVELOPMENT SPECIALIST III - 1353**

**DEFINITION:**

Under direction, to coordinate the preparation and implementation of specific community development, economic development, and redevelopment programs to include Economic Development, Redevelopment, Infrastructure Financing, Commercial/Industrial Real Estate Development/Marketing, Finance, and Project Management; to represent the Mayor's Office to groups and agencies involved in community development/redevelopment activities; to perform related work.

**\* EXAMPLES OF DUTIES:**

- Assists in the formation and coordination of citizens advisory groups;
- Coordinates project activities with community advisory boards, the community at large, private sector stakeholders, other governmental entities, and elected officials;
- Represents the Mayor's Office at meetings of inter-agency boards, committees, and other government agencies concerned with community development/redevelopment;
- Confers with City departments and public/private agencies to obtain and develop detailed information regarding community development projects, plans, and programs, including City capital improvement projects and private/public development/redevelopment;
- Analyzes complex proposals for cost, benefit, and feasibility;
- Advises groups on financial and other resources available, and conducts project area financing and budget development;
- May exercise functional supervision of assigned community development programs;
- Promotes workforce development, sustainability planning, and development;
- Confers with special-purpose citizen groups, and public and private agencies to mobilize community resources for the accomplishment of specific projects;
- Attracts and retains business enterprises;
- Works in land development functions, including finance, land use planning, or zoning;
- Provides business assistance and outreaches services;
- Develops and manages budgets;
- Conducts various project or business feasibility analyses;
- Prepares reports to City Council, Council Committees, or other audiences;
- Administers state and federal grants;
- May supervise subordinates;
- Performs special projects as assigned.

\* **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.

## **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>.

A Bachelor's degree or equivalent education (minimum completed college units equal to 120 semester/180 quarter), **AND** three 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 assistance, 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.