

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

COMMUNITY DEVELOPMENT SPECIALIST IV

DEFINITION:

Under direction, to plan, direct and coordinate the preparation and implementation of major community development programs; to serve as liaison officer for the City Managers office to other groups and agencies involved in community development activities; to assist in the preparation and implementation of specific community development studies; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Represents the City Manager's office at meetings of inter-agency boards, committees, and other governmental agencies concerned with community development;
- Analyzes and makes recommendations on annexation proposals;
- Assists in the formation and organization of citizen community development groups;
- Analyzes proposals for cost, benefit, and feasibility;
- Advises groups on financial and other resources available;
- Develops specific detailed projects for implementation;
- May exercise functional supervision of assigned community development programs;
- Prepares reports;
- Performs special projects as assigned.

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 Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree, **AND** four years of professional level experience in community development including redevelopment, rehabilitation, revitalization, relocation, or business development projects. Professional level budget, financial, or administrative analyst experience may be substituted for up to two years of community development work. A Master's degree in Public or Business Administration, Finance, Economics, Planning, Management, or other relevant areas may be substituted for one year of budgetary, or financial analysis experience only.

- * **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.