

Community Development Technician

Dept/Div: *Community Development*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled administrative support work conducting surveys, research and analytical services regarding agency programs, housing market and community data, assists department staff with special projects, and prepares maps and graphics as necessary. Work is performed under the limited supervision of the Community Development Assistant Director with occasional oversight by the Community Development Project Managers.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Reviews contractor debarment and licensing status, insurance certificates, withholding affidavits, and lien waivers in conjunction with capital projects.
- Contributes to management of program budgets, processes invoices, and records project expenditures. Updates inventory database and tracking sheets related to property assets.
- Assists with maintenance of departmental records, including digital and physical files and blueprints.
- Assists with coordination of community meetings, public hearings, and site visits; prepares meeting materials, takes notes and produces minutes.
- Solicits proposals for miscellaneous professional and construction services.
- Generates, collects and analyzes a variety of program participant surveys, produces spreadsheets, graphic materials, and written reports regarding survey results.
- Completes research and analytical services on housing and economic market data and general community data; monitors development data and establishes tracking system.
- Assists department staff with routine department functions including property research and information, reviewing draft documents for accuracy, reviewing and compiling program applicant data, and obtaining information from various sources.
- Attends conferences and training courses as required to obtain new information concerning housing and economic development, land use planning, and other topics as directed.
- Performs work on special projects, including graphic presentation, maps, and report layout.
Responds to public inquiries and public agency requests as directed.

Knowledge, Skills and Abilities

Competencies required:

General skill managing programs; general skill building strategic relationships; general skill serving program clients; general skill managing work processes; ability to use standard computer equipment; ability to display analytical and critical thinking skills; ability to display standard communication skills.

Other knowledge, skills and abilities required:

General knowledge of HUD policies, regulations and filing procedures, especially concerning housing quality standards for inspections; general project management and organizational skills; general knowledge of housing research reports; some knowledge of the budgeting process; general knowledge of housing program guidelines; general knowledge of construction and design services and construction administration contracts; general knowledge of housing finance policies and manuals; general knowledge of environmental reports related to housing construction and improvement projects; general knowledge of architectural plans and project manuals; general knowledge of funding applications and reports; general knowledge of research and statistical techniques; general knowledge of computer systems and applications in work projects; thorough skill using standard office equipment and related hardware and software; thorough skill gathering and organizing data into easily understandable methods; some skill using standard accounting software; ability to show and calculate the annual inflation in the capital improvement plan; ability to understand and

calculate the present value; ability to create maps; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to analyze and evaluate economic data and information and to formulate logical conclusions and recommendations; ability to develop, prepare, and disseminate marketing and informational materials; ability to develop and maintain information resources; ability to write and speak concisely and articulately; ability to establish and maintain effective working relationships with County officials, representatives of other agencies, legal counsel, consultants, public and private sector developers, business and property owners, staff and the general public; ability to respect and relate well to people from varied backgrounds, understand diverse worldviews, and be sensitive to group differences; ability to see diversity as an opportunity, challenge bias and intolerance.

Education and Experience

Associate's degree with coursework in urban studies, planning, public policy, or related field and minimal experience working in housing, planning, and/or public administration.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires speaking or hearing and occasionally requires standing, walking, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Applicable agency and department training necessary to meet the essential functions will be provided upon hire. Valid driver's license in the State of Minnesota.