

Job Title: Community Development Specialist - Housing

Closing Date/Time: Thu. 02/28/13 5:00 PM Eastern Time

Salary: \$43,614.00 - \$74,039.00 Annually

Job Type: Full Time

Location: Pasco County, Florida

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Salary Disclosure:

Starting Salary: \$43,614.00*

Salary Range for this Position: \$43,614.00 - \$74,039.00

*+ up to 15% depending on the qualifications of the successful applicant.

Current Pasco County Employees - Please refer to the Career Service Manual for starting salary information.

General Description:

Responsible technical work in managing the Housing and Urban Development (HUD) entitlement and State programs of housing, community planning and development program allocations and subrecipient compliance.

Essential Job Functions:

Coordinates the activities of a major community development program with County staff, subrecipient agencies, and Federal and State funding sources to comply with Federal, State, and County guidelines.

Supervises housing not-for-profit agency contracts to ensure that projects are completed in a timely, efficient and correct manner. Helps agencies, particularly Habitat for Humanity agencies, complete tasks required to build new homes and help the community. Help agencies through county permitting process.

Prepares complex reports and maintains records of program demographics and clients served. Evaluates program effectiveness.

Performs related work as required.

Knowledge, Skills and Abilities:

Knowledge of regulations and procedures for Home Partnership Program (HOME), Emergency Shelter Grant (ESG), State Housing Initiatives Partnership (SHIP) and the Neighborhood Stabilization Program (NSP). Ability to interpret applicable Federal, State, and local legislation, rules, and regulations. Ability to present ideas and findings clearly and concisely in both written and oral form. Ability to work with group and individuals to complete projects. Ability to establish and maintain an effective working relationship with County employees, citizens, and State and Federal officials. Mainframe and PC skills required. Ability to work on multiple projects simultaneously.

Minimum Requirements:

PHYSICAL SKILLS:

Ability to communicate effectively using speaking, hearing, writing, and vision skills.

EDUCATION, TRAINING, AND EXPERIENCE:

Graduation from an accredited four-year college or university with a degree in Finance, Public Administration, Planning, or a related field. Four years of professional urban/regional planning, community development, or governmental grant experience in providing service delivery to the public.

A comparable amount of directly related experience MAY be substituted at the County's discretion for the minimum educational requirements if candidates are not available that fully meet the minimum requirements of the position as posted.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess a valid driver's license.

ADA STATEMENT: A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.