

***All Applications with Resume are accepted in the Human Resources Department, 205 Hanchey Road, Wauchula, FL 33873, Phone:(863) 773-2161. Position is open until filled.**

JOB OPENING

COMMUNITY DEVELOPMENT SPECIALIST

Grade 23: \$32,640.67(\$15.69/hr.) - \$44,995.52 (\$21.63/hr.)

DEPARTMENT: COMMUNITY DEVELOPMENT

DIVISION: MANAGEMENT & BUDGET & GENERAL SERVICES

GENERAL DESCRIPTION:

This is a responsible professional position that performs technical and administrative work to support the Hardee County's housing grant activities. The position requires the ability to work effectively with the citizens of Hardee County. The position evaluates and determines the eligibility of applicants for programs, provides guidance to applicants and program participants to achieve programmatic goals.

ESSENTIAL JOB FUNCTIONS:

1. Perform and/or assist in performing detailed surveys of housing units that have been selected for rehabilitation or emergency repair activities to identify specific repairs necessary to bring the housing unit up to code. The Community Development Specialist will use the surveys to produce detailed work write-ups that will be used as a base for contractor walk throughs and the subsequent bidding process.
2. Participate in the contractor walk through to answer contractor questions on the work write-ups and to produce addendums to work write-ups to reflect changes that result from the contractor walk-through.
3. Responsible for the development of procedures and the implementation of same for programs as designed to support housing activities within the County.
4. Prepares mortgage documents, promissory notes and/or liens (deferred payment loan documents) to be recorded with the Clerk of Courts.
5. Maintains client or programmatic files and related records; prepares periodic reports as required on project progress for the County, State and Federal Agencies involved.
6. Assists in the evaluation of personal and financial data of applicants; assists in the verification of information by checking files, records or other documents as required.
7. Determines eligibility of applicants for housing programs in accordance with County, State, and Federal directives and regulations.
8. Assists and/or coordinates provision of information to applicants of additional information.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

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MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Some knowledge of County building codes, minimum housing standards (HUD Section 8 or Quality Housing Standards), ordinances and enforcement procedures (Hardee County or other). Knowledge of local, state and federal programs relating to community development, neighborhood improvement and housing rehabilitation/home buyer assistance. Ability to meet and deal effectively with the public, and establish an effective working relationship with same. Ability to communicate effectively, both verbally and in writing, and prepare concise, accurate records and reports. Good working knowledge of public and private agencies involved in community development and housing programs. Intermediate knowledge and experience with personal computers particularly with word processing and financial spreadsheets. Must have average or above typing skills.

EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma. Associates degree preferred. Minimum of two (2) years experience actively participating in either housing or community development as a rehabilitation specialist, building inspector or community development technician. Equivalent combinations of education and experience may be considered. Experience must include preparation of work write-ups, maintenance of records and reports necessary to support community development, housing or planning activities.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).
Acceptable hearing (with or without correction).
Ability to communicate both orally and in writing.
Light lifting and carrying (up to 15 pounds).
Walking, standing, bending, stooping, climbing.
Writing.
Sitting at a desk and viewing a display screen for extended periods of time.
Driving.
Ability to work under stress with time constraints.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.
Works outside in varying weather conditions with: slippery and uneven surfaces, heights (up to 25 feet).

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Approved by BOCC 3/6/03
***New Salary Range Approved by BOCC 7/16/20**