# ASHEVILLE, NORTH CAROLINA

**Classification Specification**

# Community Development Analyst
# Job Code: 8560
# FLSA: Exempt

## Purpose of Classification:

The purpose of this classification is to manage and coordinate locally and federally funded housing, community development, and homelessness programs and services.

## Distinguishing Characteristics:

This is a single level classification.

## Essential Functions:

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Manages and administers HOME Investment Partnership Program (HOME), Community Development and Block Grants (CDBG), Continuum of Care (COC), Emergency Solutions Grant Program (ESGP) and related programs as assigned: discusses, explains, and provides technical assistance regarding program guidelines and eligibility; provides guidance in the development and implementation of programs and services; coordinates with and participates in related committees, non-profit organizations, outside agencies, and developers; conducts and facilitates meetings, training, workshops and site visits; prepares and submits grant applications and reports; and ensures compliance with all applicable local, state and federal rules and regulations.

Coordinates program projects, services, and initiatives: reviews project and service proposals; provides technical support and guidance regarding funding requirements; participates in contract negotiations; prepares project agreements and correspondence; coordinates with developers, contractors, architects, homeowners, financial

institutions, advisory committees, and others; assists with reviewing plans and making changes to plans; prepares and evaluates environmental review records; ensures compliance with contract specifications and federal rules and regulations; and enters and maintains project information and data.

Manages and administers financial activities of assigned programs: reviews, verifies, tracks, and approves budgets and expenditure requests; processes, tracks and maintains funding requests via Integrated Disbursement Information Systems (IDIS); and ensures all financial activities comply with program guidelines and generally accepted accounting principles.

Monitors and updates policies and procedures for area of assignment to ensure compliance with federal regulations: prepares and updates application guidelines and grantee certifications; reviews programmatic reports and expenditures; and performs fiscal and programmatic monitoring, beneficiary data collection, IDIS reporting, and grantee communication.

Assists in developing, updating, and implementing short-term and long-term strategic plans for area of assignment: evaluates performance and effectiveness of current services, programs, and systems in relation to growing needs of the City; researches federal housing legislation, local issues, trends, and gaps that impact the delivery of assigned programs and services; identifies and implements needed changes, modifications and/or enhancements; and participates in the preparation of the Consolidated Plan (CP) and Annual Action Plan (AAP), Consolidated Annual Performance and Evaluation Report (CAPER) and other required plans and documents.

Participates in public relations duties: attends public hearings and advisory committee meetings as requested; makes presentations regarding program progress and issues; and maintains comprehensive knowledge of community, social, and economic resources available.

Communicates with supervisor, other City employees, contractors, developers, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, draw requests, CAPER, compliance reports, funding applications, environmental reviews, contracts, policy drafts, staff reports, program performance reports, resolutions, homeless point in time reports, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

## Additional Functions:

Performs other related duties as required.

## Minimum Qualifications:

Bachelor’s Degree in Planning, Community Development, Public Administration, or a related field required; supplemented by three years of experience in community and housing development and finance, grant management, real estate, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid North Carolina driver's license. Depending on area of assignment, may be required to possess and maintain Homeless Management Information System (HMIS) certification.

**Specific Knowledge, Skills, or Abilities**: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

## Performance Aptitudes:

**Data Utilization**: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction**: Requires the ability to work with others to coordinate the more complex programs and more complex problems associated with the responsibilities of the job. Often represents the department and/or organization when dealing with others.

**Equipment, Machinery, Tools, and Materials Utilization**: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude**: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude**: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning**: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA Compliance:

**Physical Ability**: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements**: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors**: Essential functions are regularly performed without exposure to adverse environmental conditions.

*The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*