

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: REV August 2005	CLASS TITLE: COMMUNITY & ECONOMIC DEVELOPMENT SPECIALIST I	CODE: 66321
	MAJOR AGENCIES: BCC (COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT-ONLY)	PAGE <u>1</u> OF <u>2</u>

CLASS CONCEPT: Basic professional level in community and economic development occupation under general supervision requiring working knowledge of community planning &/or development in order to oversee projects awarded to political jurisdictions having internal staff and assists in the planning and administration of projects funded by Montgomery County as outlined in rank 1 job duties 50% of the time.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	Oversees community development / economic development projects awarded to political jurisdictions having internal staff, maintains overall record keeping for assigned projects, evaluates programs to determine if goals are met, assists in the management and monitoring of assigned development projects (e.g., contract negotiation and development, work programs, budgets and timetables, monitoring sub-recipient projects on-site to ensure fiscal, regulatory and program accountability, providing program guidance and technical assistance, coordination with others to ensure compliance with all programs, processes timely payment to sub-recipients), operates motor vehicle to perform field services, assists senior staff with more complicated project assignments (e.g., lead base paint, three year planning process) and regulatory requirements.	<u>Knowledge of</u> (public relations, economic community development regulations), 4 (accounting), 5 (management, business administration, public administration, planning, technical writing), 11a (public relations), 14 (government structure and process), 23 (law--regulatory requirements); <u>Skill in</u> 29 (equipment operation--motorized vehicle); <u>Ability to</u> 30j (interpret variety of instruction in written, oral, picture or schedule form), 30l (define problems, collect data, establish facts & draw valid conclusions), 30n (deal with some abstract but mostly concrete variables), 31d (calculate fractions, decimals & percentages), 32o (prepare meaningful, concise & accurate reports and related legislation and community development processing), 32j (maintain accurate records), 32q (use proper research methods in gathering data), 32s (write and/or edit articles for publication), 32u (develop complex reports & position papers), 34c (cooperate with co-workers on group projects), 34f (handle sensitive inquiries from & contacts with officials & general public), (ability to review, interpret legislative, budgetary and other technical data associated with community development).
2	Conducts planning, implementation and monitoring activities associated with the planning efforts of the division including the funding process, (Performs Related Duties As Required)	<u>Knowledge of</u> (public relations, economic community development regulations), 4, 5, 11a, 14, 23; <u>Skill in</u> 29; <u>Ability to</u> 30j, 30l, 30n, 31d), 32o, 32j, 32q, 32s, 32u, 34c, 34f.

UNUSUAL WORKING CONDITIONS: May be exposed to unfavorable weather and hazards at construction sites.	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Must have current valid Ohio driver's license with acceptable driving records. Completion of undergraduate major program course work in community planning, public administration or urban studies. - OR alternative, equivalent evidence of the Minimum Class Requirements. (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT: Must maintain licensure.
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3	<p>research, analysis and preparation of required reports, coordinates with other agencies to develop strategies, monitors and identifies resources to implement plans, maintains contact with related agencies, develops and implements new projects and approaches, assists in the development of staff recommendations to county officials, participates in departmental long & short range planning.</p> <p>Completes environmental assessments of projects in accordance with regulations, prepares legal notices to public regarding project including descriptions, locations and related information, requests for release of funds for projects with copies to relevant federal and state agencies, maintains environmental review records, assists in preparation of performance reports, monitors compliance with federal acquisition and relocation regulations and assists sub-grantees with the procedures including making sure proper appraisals and review appraisals are done, negotiating and settling purchase prices with owners, assisting in smooth relocation when necessary, acts as representative of department with local governments.</p> <p>(Performs Related Duties As Required)</p>	<p><u>Knowledge of</u> (public relations, economic community development regulations), 4, 5, 11a, 14, 23; <u>Skill in</u> 29; <u>Ability to</u> 30j, 30l, 30n, 31d), 32o, 32j, 32q, 32s, 32u, 34c, 34f.</p>

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:
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