

COMMUNITY DEVELOPMENT REPRESENTATIVE

KIND OF WORK

Professional community development, economic development and financial advisory work.

NATURE AND PURPOSE

Under limited supervision, employees in this class resolve a full range of community and economic development problems by implementing the Minnesota Small Cities Development Program, the Minnesota Economic Recovery Program, and the Urban Homestead Program. Employees in this class interpret state and federal housing and community development laws, policies and regulations; direct local communities' analysis of needs and strategies for housing and community development activities; review and evaluate grant applications, determining funding priorities; monitor grantee progress and performance. Perform related work as assigned.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Develops and applies program standards and evaluation criteria for the award of community and economic development funds so that the approval and allocation process is properly administered by analyzing and prioritizing single purpose and comprehensive grant proposals.

Monitors operations and programs of grant recipients so that goals and objectives are met in compliance with applicable regulations by conducting on-site and desk reviews of projects.

Responds to inquiries from local units of government to solve community development problems and issues by identifying the availability and types of financing and proposing systematic, practical economic and community development programs.

Conducts training seminars and directs technical assistance to local units of government representatives so that accurate and current information regarding programs is available by explaining program purpose, policy, procedures, and qualifications.

Advises communities in development of local public financing mechanisms in order to allow communities the maximum opportunity to participate in community development programs by establishing networks to relay technical, programmatic information.

Negotiates with public and private entities on behalf of local units of government so that available resources are used in a cost effective manner by integrating a comprehensive financial package from multiple funding sources.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Local government structure and problems in both rural and urban areas sufficient to design and implement appropriate community development programs.

At least one of the following three fields: (1) housing issues and programs including housing rehabilitation and housing codes; (2) economic development, especially credit analysis and development financing; (3) financing of public facilities and infra-structure sufficient to advise communities on solutions to problems in these fields.

Research activities, issues and opportunities in community development sufficient to advise and assist communities to meet current and future needs.

Governmental administration and techniques sufficient to understand how community development programs can be implemented.

Federal housing and Community Development Act of 1974, as amended, sufficient to interpret and apply appropriate regulations and rules governing this subject and other federal and state assistance programs.

#### Ability to:

Conduct program or problem-oriented local governmental research sufficient to solve crucial development problems in the areas of economic development, real estate financing, housing, public facilities, and other capital improvements.

Negotiate with local government officials, financial institutions, other agencies and individuals sufficient to effectively package and coordinate programs and resources to meet agreed upon goals and objectives.

Write clear and accurate reports sufficient to serve as the basis for legal action, if necessary, to ensure that programs are being properly administered.

Communicate technical information, both orally and in writing, to a diverse audience, including state and federal agencies, the Legislature, local units of government, specialized professionals, residents, and community groups sufficient to allow interested parties the opportunity to understand and participate in community development programs.

Establish and maintain effective working relationships with governmental officials, advisory boards, United States Department of Housing and Urban Development, other state and federal agencies and organizations to insure that involved interests are properly represented and a high level of mutual awareness and coordination is maintained.

Est.: 7/86

Rev.:

T.C.:

Former Title(s):