

## COMMUNITY DEVELOPMENT SPECIALIST (I)

### **Position Overview:**

This position is a part of the Community Development Section and is under the direction of the Executive Director and the Associate Director of Community Development. This position requires an understanding of the overall regional planning and development process. Organizational and analytical skills are a necessity.

This position functions as direct support and coordination of LTADD community development services. The specific areas of work concentration will be community and economic development, housing development; and, water and wastewater development programs. Grant writing and loan packaging skills are essential.

### **Duties & Responsibilities:**

- Develop and prepare Kentucky Community Development Block Grant program applications; including, meeting with interested communities to explain program requirements and application filing procedures; citizen participation requirements; environmental requirements; project planning and cost estimates; and, other required activities.
- Prepare grant and loan applications for funding from local, state and federal programs in the areas of housing, public facilities, enterprise and infrastructure development.
- Responsible for the preparation of water and wastewater plans and documents necessary to achieve the goals and objectives of the LTADD.
- Facilitate and assist with the development of the Lincoln Trail Hazard Mitigation Plan and Disaster Resiliency Plan. These processes include coordination of meetings, project implementation, data collection, and needs assessment.
- Responsible for the preparation and updating of local and regional documents, reports and plans as required by appropriate programs or the Section Director.
- Assist local governments and special districts with provisions and implementation of the Clean Water Act; and, serve as staff liaison the Kentucky NREPC.
- Provide technical assistance to local units of government and non-profit organizations, in relation to enterprise development and appropriate financing structures.
- Compile and disseminate socio-economic data for interested officials, agencies and organizations; and, undertakes research, data assimilation, etc., as directed.
- Attend Fiscal Court, City Council and other pertinent community development related meetings as needed.

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### **Education & Experience:**

This position requires a Master's Degree from an accredited university in Planning, Public Administration, Government, or related field; and, at least one (1) year related experience. A Bachelor's Degree in one of the above fields, combined with three (3) years of experience may also be accepted.

### **General Qualifications:**

- Must have proven computer literacy/skills and experience in computer aided drafting programs; and, knowledge of secondary data sources and uses.
- Ability to establish and maintain effective working relationships with LTADD Board members, City and County government officials, as well as other governmental officials.
- Must be a motivated self-starter; able to skillfully organize, plan and implement multiple projects and tasks.
- Must have good oral and written communication skills; and, have proven computer literacy/skills.
- Must display sound judgment, perform under stressful conditions, and make timely and accurate decisions.
- Must be able to establish and maintain effective working relationships with LTADD Staff, Board members, City and County government officials, as well as other governmental officials; including, the general public.
- Must be able to act as an ambassador for LTADD at functions; create concise, professional reports; and, be an effective public speaker.
- Must hold a valid Kentucky Drivers License.
- LTADD is a drug free work place and an EOE, AA, ADA, Title VI employer. This position may require skills testing and criminal background screening.

### **Work Site:**

Primarily in doors sitting at a desk with corresponding travel and field work.

### **Work Place Hazards:**

No known hazards exist in the work place. Must operate standard office equipment and operate a motor vehicle.