



# Lincoln Trail ADD

## Job Description

**Community Development Specialist**

**Pay Grade 14**

STATUS	
<b>Date:</b> 18 January 2023	<b>Department:</b> Community & Economic Development
<b>FLSA Status:</b> Non-Exempt	<b>Reporting Authority:</b> Community Development Team Leader
<b>Supervisory Responsibility:</b> None	

### **Position Overview:**

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.

**Education & Experience:**

- Required: Bachelor of Science Planning, Public Administration, Government, or related field and, at least one (1) year related experience.
- Preferred: Master's Degree from an accredited university in Planning, Public Administration, Government, or related field and three (3) years of related experience.

**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 possess a valid Kentucky Real ID Driver's 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:**

General office setting; however, flexibility for travel and mobility to attend meetings is a must. May require walking, flying or operating a vehicle. This position requires attendance of after hour meetings and occasional overnight travel with limited notice.

**Workplace Hazards:**

No known hazards exist in the workplace. Must operate a staff vehicle and general office equipment in the course of daily duties.