



Job Title	Redevelopment Specialist	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	4	Job Code	18475

Class Specification – Redevelopment Specialist

Summary Statement:	
<p>The purpose of this position is to plan, execute, and supervise construction projects related to neighborhood revitalizations, housing development and re-development, and to assist with capital improvement projects. This is accomplished by ensuring projects comply with federal regulations by verify client eligibility, complete environmental reviews, conduct inspections, maintain file records, and administer review and approve contracts; review and approve disbursements of funds, monitor expenditures, and perform inspections for code compliance and necessary repairs. Conduct walk-throughs with contractors, monitor construction work for contract compliance, quality control, and mediate contract dispute; and create presentations to citizens. Other duties include assist in the development and execution of volunteer based community service projects, manage the lead based paint program, advise staff and clients regarding energy efficiency and green building initiative, database management, and assisting with facilities management and maintenance.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
45%	Provides project planning by performing site inspections, environmental reviews; developing scope of work and plans; creating presentations; reviewing with end use client; and managing files.
45%	Provides project execution and management by preparing request for quote; conducting site walk-through with contractors; reviewing submitted quotes and contracts; monitoring construction work for compliance; performing quality control inspections; monitoring expenditures; disbursing funds; and filing administration and project closure.
10%	Administers staff support by planning staff meetings; advising and assisting on creation of new and the modification of existing policies and procedures; creating and updating forms; and providing software support and audit support.



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Competencies Required:

Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in engineering, construction management, public administration, or a related field.

Experience: Three years of full-time construction, community services, neighborhood development, or community relations experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.



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Supervision Exercised:

Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling of work.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

Physical Demands:

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Occasionally

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: November 2014