

## **COMMUNITY DEVELOPMENT ASSISTANT**

**GENERAL STATEMENT OF DUTIES:** Assists the Community Development Director by performing a variety of clerical and administrative duties relating to various Community Development programs, which address economic conditions and quality of life for residents of the City.

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing high-level clerical tasks assisting the Community Development Director. The incumbent is responsible for assisting the Director in coordinating the implementation of grants including monitoring the expenditures and preparation of grant administration and tracking related work through various stages of completion. The work involves responsible clerical tasks which require a high degree of mature judgment and knowledge of program guidelines, policies and procedures. Work is performed in accordance with general instructions received from the Community Development Director with some latitude for independent decisions in carrying out assignments. The position calls for the exercise of discretion on the part of the employee, due to the work involving a diverse range of economic and neighborhood development program functions.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Maintains an active list of ongoing and proposed grants; Reports on progress of grant administration to the Director;
- Assists the Director in the implementation of grants and ensuring that administration are complete;
- Assists the Director in ensuring that grant administration is complete and that proper materials are submitted by applicants in a timely manner;
- May assist the Director in conducting preliminary interviews with applicants to determine eligibility for loans and/or grants for various programs;
- May advise applicants and the general public of the general purpose and objectives of various aspects of community development programs;
- Assists in the preparation of documents for loan closings;
- May assist the Director in the preparation of grant proposals including, but not limited to, preparing budgets, composing narratives, maintaining spreadsheets of expenditures for reimbursement under state and federal programs, and gathering supporting data from internal and external sources.
- Carries out special projects and studies at the request of the Director;
- Reviews incoming correspondence and telephone calls and provides information, assistance and referrals to public;
- May assist the Director in interfacing with other local, State and Federal agencies on behalf of the City, in writing, in person and on the telephone;
- Operates office equipment such as telephone, fax machine, personal computer, scanner and copying machines.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** Proficient in the use of personal computer equipment; Good knowledge of administration skills required for funding of grants; Familiarity with community development program purposes and objectives; Working knowledge of financial management; Working knowledge of the geography of the City; Ability to perform grant application activities, including research, analysis and writing of grants; Ability to perform analysis of business balance sheets, income and cash flow statements; Ability to prepare and present moderately complex reports effectively; Ability to

communicate effectively and clearly both orally and in writing; Ability to establish and maintain effective working relationships with civic leaders, consultants, public officials, grant applicants, colleagues and the general public; Tact; Courtesy, Resourcefulness; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree in business, finance, economics, planning, public administration, or a closely related field; or
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associates degree business, finance, economics, planning, public administration, or a closely related field and two (2) years' experience in a professional office of related activities.

Adopted by CSC: July 20, 2017

Jurisdictional Classification: Competitive