

Revitalization Specialist



General Summary of Classification:

Performs various activities to support accurate data collection, entry, maintains data and prepare related reports and drafts; prepares & assists with presentations; compiles & analyzes surveys, includes preparing drafts of findings & recommendations report; coordinates community assistance projects, including reviewing & recommending applications for assistance & pairing projects with volunteer groups; serves as a County liaison for collaborations with existing local neighborhoods, community groups & businesses; resolves basic & routine citizen issues and complaints independently; performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

This is an underfill entry-level in an approved career development series:

- Collaborates with department staff to assist with field surveys of various interest groups (citizens, businesses, industries, neighborhoods, etc.), organize and analyze survey results, prepare draft findings and recommendation reports, and assist with implementation of approved recommendations;
- Coordinates the logistics and prepares materials for informational meetings, sponsored events, town halls, public hearings;
- Accepts and reviews applications submitted for community assistance projects, coordinates approved projects, coordinates Volunteer Programs and logistics, identifies need for changes to improve existing programs/processes and makes recommendations for necessary approvals, implements approved changes;
- Develops and maintains a sound awareness and understanding of internal and external stakeholders' goals and objectives and programmatic needs and recognizes political sensitivities and implications;
- Responds to and resolves basic and routine citizen issues and complaints independently, seeks guidance and other resources appropriately as needed, and keeps supervisor, planners and other County internal stakeholders appropriately informed;
- Assists with the management of federal funds and subrecipient programs under guidance, including identifying issues, processing invoices, monitoring expenditures, and reviewing specific projects for compliance and completion, and maintains reporting data;
- Undertakes key roles under supervision and guidance from Principal Planner for special and annual projects as assigned;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Basic working knowledge of department-specific programs and services that may include zoning ordinances and processes, and federal entitlement grant programs; ability to independently interpret ordinances accurately for routine questions/issues or federal and state grant program regulations; appropriately seeks guidance as needed; processes for citing property violations and enforcement including court processes; sound research skills; excellent attention to detail and documentation skills; data collection and management skills; sound critical thinking and analysis skills; understands and strictly interprets, applies and adheres to all program and funding sources guidelines and policies.
- **Technical:** Sound computer skills with the ability to use computer and typical business software, proprietary software and applications to complete assigned tasks.
- **Interpersonal, Communication and Customer Service:** Required to develop and maintain sound working relationships with County residents, business and community leaders, and other event related stakeholders; sound understanding of socioeconomic diversity and its influences and impact within the County; ability to communicate and interact professionally using respect, diplomacy and tact in all verbal and written communications with diverse target audiences of relevant stakeholders; communicates complex information accurately in easy-to-understand terms to diverse array of stakeholders; excellent collaborative skills with an ability work independently and as part of a team.
- **Decision-making and Authority:** Responds to and resolves basic and routine citizen issues and complaints independently; identifies patterns or trends of concerns, issues and problems in distressed areas, performs initial research into identified issues and concerns, draft and assists with implementation of community surveys, compiles responses and data collected, makes recommendations based on data compiled, implements approved solution.
- **Leadership:** Non-supervisory. Serves as a point of contact and County representative on assigned projects.
- **Environment:** Works in an office environment and in a wide array of indoor and outdoor locations as needed.
- **Physical:** Visual and hearing acuity sufficient to recognize engage in effective presentations and collaborations. Physical ability sufficient to perform assigned duties in a wide array of duty-related locations as needed.

Minimum Education and Experience:

Education: Four (4) year degree in a relevant field, relevant master's level degree preferred;

Experience: Some relevant experience with revitalization activities or grant program activities;

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various locations. May be required to work a flexible schedule.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.