

Revitalization Specialist II



General Summary of Classification:

Prepares reports and analysis from various types of complex data collected for program development; represents the County and the Department through public presentations and interactions, determining community needs, providing program outreach, and receiving community feedback, and coordinates project-based outreach activities; provides administrative oversight of the use of funds/resources from moderately complex and/or large grant funds and revitalization programs to maximize the impact of revitalization efforts on distressed neighborhoods and business corridors; serves as a primary liaison for collaborations with existing local neighborhoods, community groups and businesses; creates and maintains complex databases and spreadsheets; leads special moderately complex projects from concept to completion; 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 the second level in an approved career development series. Proficiently performs all the duties of level I plus:

- Develops and manages budgets for assigned programs and projects, reviews and approves expenditures to ensure accuracy and eligibility for payment under program requirements, accurately monitors and reports expenditures, facilitates program adjustments, may negotiate contract provisions, and resolves financial issues in federal accounting and reporting systems;
- Identifies need for surveys and data, develops and implements comprehensive surveys, analyzes results, identifies actionable trends, prepares findings and recommendation reports, implements approved recommendations;
- Develops and gives comprehensive information presentations and materials for meetings, sponsored events, town halls and public hearings to a diverse array of stakeholders for routine and moderately complex assignments;
- Identifies need for modifications to programs, makes viable recommendations, implements approved recommendations;
- Accurately identifies & appropriately reconciles stakeholders' needs with department, grant or program goals, proposes projects with a defined scope & magnitude of impact to meet identified needs, handles approved projects from concept to completion;
- Evaluates programs' effectiveness in meeting stakeholders' needs, makes viable recommendations to improve programs' impact and outcomes, implements or assist with implementation of approved recommendations;
- Responsible for administering related federal requirements (Davis-Bacon, Section 3, Section 106, etc.);
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Demonstrates thorough knowledge of: department-specific programs and services; Enterprise Zone Program; HUD Entitlement Programs (CDBG, HOME, ESG) and regulations; grant writing and administration; commercial and neighborhood revitalization; Chapters 10 and 24 of the County Code; demonstrates excellent project management skills, attention to detail, documentation, data collection and management, critical thinking and analysis; accurately interprets, applies, adheres to and ensures compliance with all ordinances, laws, regulations, program and funding sources guidelines and policies; maintains at least two relevant job-related certifications (AICP, VaZO, HUD, etc.) or completes 36 additional hours of relevant technical continuing education; consistently culturally and politically astute.
- **Technical:** Proficient computer and data management; uses typical business software, GIS, proprietary software and applications, wireless technologies for communications, data management, and to complete assigned tasks.
- **Interpersonal, Communication and Customer Service:** Maintains excellent working relationships with all relevant internal and external stakeholders; sound understanding of the County's socioeconomic demographics; communicates and interacts professionally using respect, diplomacy, and tact in all communications and interactions with target audiences and relevant stakeholders; consistently communicates complex information accurately in easy-to-understand terms to all stakeholders; excellent collaborative skills, works independently and as part of a team, provides guidance and assistance as needed.
- **Decision-making and Authority:** Responds to and appropriately resolves moderately complex issues & complaints independently; identifies patterns or trends in distressed areas, clearly and accurately articulates them, provides appropriate & effective rationale & recommendations for resolution and/or corresponding program/process modification as needed.
- **Leadership:** Non-supervisory. Serves as a primary 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: Four (4) years of relevant experience with increasingly complex revitalization grants and programs;

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.