

COMMUNITY DEVELOPMENT ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a professional level planning and administrative position. The incumbent is responsible for administration of the Home Improvement Program and the Rental Rehabilitation Program as funded by the Community Development Block Grant and other Federal funds. This position involves determining applicants financial eligibility and assisting in the closing of the rehabilitation loans. The Community Development Assistant also inspects the housing, reviews all rehabilitation plans, prepares all housing construction bids and inspects work in process. The work is performed under the supervision of the Planning Director. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares construction specifications and contract documents;
Conducts preliminary interviews with applicants to determine eligibility for loans and/or grants for housing rehabilitation and improvements;
Advises applicants of general purpose and objectives of various aspects of the home improvement program and the rental rehabilitation program;
Reviews applications to insure that participants meet the requirements of residency, income limitations and eligibility as put forth by the federal guidelines;
Assists in the collection and analysis of statistical data essential for grant applicants and performance reports;
Assists in the closing of the rehabilitation loans;
Assists in Outreach program;
Performs on-site review of specified and reported code violations;
Monitors the progress of the work on the construction site and conducts final inspection of work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Community Development Block Grant programs and requirements;
Thorough knowledge of administration skills required for funding of grants and federal funds;
Good knowledge of building construction, current contract costs, work write-up and estimating procedures;
Good knowledge of building inspection codes;
Working knowledge of work write up and estimating procedures;
Working knowledge of income sources, loan calculation and accounting skills;
Ability to prepare and release federal funds;
Ability to communicate effectively both orally and in writing;
Ability to meet and work with others;
Tact;
Resourcefulness;
Integrity;

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 an Associate's degree in engineering, building construction, or related field and four (4) years experience in estimating housing construction projects; or
- B) Graduation from high school or possession of an equivalency diploma and six (6) years experience estimating housing construction projects; or
- C) An equivalent combination of training and experience as indicated in A) and B) above.