CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Development Specialist II – Housing and Homelessness**	**UNION:231** **SG:4** **CS:N** **FLSA:N**
DEPARTMENT:	**Planning and Community Development**	**EEO4CODE:PR**

JOB SUMMARY:

Responsible for a full range of community and economic development projects, programs and assignments of considerable complexity, with a general focus on homelessness and housing. May also include urban village planning and implementation and other community and economic development initiatives as assigned.

The Housing and Homelessness Specialist is responsible for project design, implementation, oversight and completion under general supervision. The Housing and Homelessness Specialist may also be assigned full responsibility for the direction of outside contractors and consultants.

SUPERVISORY RELATIONSHIPS:

Reports to the Community and Economic Development Manager or the appropriate senior management designee. Works under general supervision and the guidance of applicable federal, State, City and departmental laws, regulations, rules, policies and guidelines. Work independently with minimal supervision.

ESSENTIAL FUNCTIONS OF THE JOB:

Crisis Response and Prevention of Homelessness

1. Serves as the City subject matter expert on homelessness, responding to inquiries from elected officials, City Departments, and outside agencies. Provides in-depth knowledge of local agencies/programs serving homeless populations, researches best practices, tracks data, and maintains thorough understanding of the County's point-in-time count.
2. Works with the community and partner agencies to identify community resources, gaps, and trends related to homelessness in Bellingham and Whatcom County. Participates in developing strategies and establishing priorities for the HUD-required Consolidated Plan and the City's annual budget process.
3. Develops and maintains understanding of complex federal requirements related to funding sources and ensures City-related programs remain in compliance. Develops sound understanding of funding programs of partner agencies.
4. Develops grant applications, coordinates ranking and selection process, and develops and oversees contracts and deliverables with outside agencies such as the Opportunity Council, Lighthouse Mission Ministries and Lydia Place. Problem-solves issues as they occur and communicates with outside agencies. Documents process and maintains

accurate files.

5. Supports opportunities to provide financial aid to agencies that serve unsheltered individuals and households, which includes researching, identifying, and coordinating safe parking, safe camping, tiny home villages, or other options.

6. Manages complex projects, such as support for tiny home villages, including projects that can have a high-level of community attention. As project manager, defines goals and strategies of program, develops and implements a management process, identifies funding sources, manages grant programs, oversees consultants, and coordinates City activities with other public or private agencies and governmental units.

7. Coordinates an interdepartmental team leading the City's response to those currently experiencing homelessness, working with the Mayor's Office, Planning & Community Development, Police, Public Works and Parks to facilitate meetings, develop policy and procedure, and address active concerns as they arise.

8. Partners with the Communications Director on press releases and other City messaging related to homelessness.

9. Represents the City on various committees and workgroups with a focus on housing and homelessness.

Community and Economic Development

1. Develops and implements a management process and strategy for Community and Economic Development projects and programs. Project management includes comprehensive development of revitalization programs and small and large capital construction projects; project conceptualization and scoping; oversight of architectural and engineering design; NEPA/SEPA assessment, permitting, bidding, contracting and other development tasks such as relocation, scheduling and construction management. Program management includes defining goals and strategies, staffing citizen advisory boards, identifying funding sources, managing grant programs including the oversight of consultants and the coordination of City activities with other public or private agencies and governmental units.

2. Oversees grant programs, including Request for Proposals, contract management, monitoring and close-out. Procures other products and services to implement program objectives.

4. Organizes and manages the work of project teams consisting of City staff, public or neighborhood agencies, property owners, and other stakeholders. Coordinates with other public agencies on intergovernmental projects. Develops and implements public participation and outreach processes and coordinates community consensus building.

3. Identifies federal, State, and private grant opportunities applicable to projects or programs, and develops grant applications. Targets projects to funders by developing a comprehensive strategy for each proposal and marketing the proposal. Examples of tasks include compilation of facts and information, agency networking, collaboration with potential partners, and focused technical writing.

5. Performs complex financial feasibility analysis for capital construction projects and

revitalization feasibility studies, including preparation of operating pro-forma, developing budgets, and identifying, obtaining and managing financing. Administers project budget and maintains accurate records of expenditures.

ADDITIONAL WORK PERFORMED:

1. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

Knowledge of:
- Thorough knowledge of federal, state and local laws and regulations.
- Application software including word processing, spreadsheet and database management programs to produce a variety of documents as required by projects.

Skill in:
- Excellent project management skills including organization and planning, problem analysis, decision making, adaptability, flexibility and time management.
- Strong written communications skills to prepare a variety of reports and business correspondence.

Ability to:
- Identify problems and issues and to perform research to develop solutions and/or find information.
- Apply analytical skills, including some financial analytical expertise, to complicated economic development projects, which may involve large amounts of money.
- Read, understand, interpret, convey to others and accurately implement the requirements of various federal, State and local regulations.
- Provide clear explanations of procedures and regulations and to communicate with the public with confidence, tact, courtesy and patience.
- Handle several tasks simultaneously and to meet deadlines while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Work independently in carrying out position responsibilities.
- Evaluate multiple options, locate, recognize, and extract the most significant elements from large bodies of complex information and apply it to the project at hand.
- Operate comfortably and effectively in an environment of hypothetical or uncertain ideas.
- Develop budgets, track expenditures, and determine project feasibility.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Adequate hearing, correctable vision, and manual dexterity;
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Move between work sites;
  - Traverse undeveloped terrain, such as at construction and project sites;
  - Ability to occasionally lift light weight (up to 25 lbs.).

WORKING ENVIRONMENT:

Work is performed primarily in an office environment. Requires frequent attendance at meetings at various locations during the day and evening. Visits construction and project sites in all weather conditions.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in planning, public administration, human services, business administration, or related field.
- Three (3) years of project planning or project management experience.
- Economic Development Finance Professional certification (or equivalent) preferred.
- Experience managing grant projects preferred.
- Any combination of experience and training that provides a candidate with the necessary knowledge, skills and abilities will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Requires a valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.
- Willingness and ability to frequently attend and participate in evening meetings.
- Employment contingent upon passing a criminal convictions check and child and adult abuse records check.

PREPARED BY: Tara Sundin
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1/2021

REVIEWED BY: _____
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Community Development