CITY OF BELLINGHAM

JOB DESCRIPTION

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

JOB SUMMARY:

Responsible for a full range of projects, programs and assignments of considerable complexity in areas such as community and economic development, housing and public/private and non-profit partnerships. Has general oversight and responsibility for project feasibility, design, implementation and completion; organizes the work of project teams and may be assigned responsibility for providing general direction to outside contractors and consultants. Performs complex financial feasibility analysis and identifies grant opportunities applicable to projects or programs. May have specialty areas of assignment based on expertise or current departmental work program needs.

SUPERVISORY RELATIONSHIPS:

Reports to the assigned Community & Economic Development Section Manager. Performs work under general supervision and the guidance of applicable federal, State and City regulations, policies, procedures, and guidelines. May provide technical guidance to Development Specialist I.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Develops and implements a management process and strategy for assigned projects or 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. 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.

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.

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. Plans and staffs public participation and outreach processes and coordinates community consensus building.

ADDITIONAL WORK PERFORMED:

1. Performs 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 perform research to develop solutions.
- Apply analytical skills including some financial analytical expertise to complicated economic development projects, which may involve large amounts of money.
- Read, understand, interpret and disseminate 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.
- Effectively use computer application software including word processing, spreadsheet and database management programs to produce a variety of documents.
- Handle several tasks simultaneously and 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.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- 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;
- Ability to occasionally lift light weight (up to 25 lbs.).

WORKING ENVIRONMENT:

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

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in planning, public administration, 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.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. Candidate must submit a three-year driving abstract prior to hire.
- Employment contingent upon passing criminal convictions and local background check.

PREPARED BY: S. Price
11/91

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