

City of Fort Worth, Texas Job Description

Classification Title	Neighborhood Development Specialist		
Job Code:	PR1960	Job Family:	Professional
Pay Grade	609	Date Reviewed:	07/21/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Assists with the coordination of projects that involve the expenditure of federal funds, including but not limited to administering federally funded public service agency contracts, infrastructure improvements such as street reconstruction, park improvements and single-family construction. Assists with economic development and non-Federally funded projects in support of goals set by the Neighborhood Services Department.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Manages Public Service Agency contracts, including reviewing monthly reports submitted by Agency and ensuring accuracy of items such as payroll, timesheets, fee schedules, rent, etc., in order to submit reimbursement request for agency in a timely manner.
2. Assists in producing the necessary amendments to initiate, oversee, and complete projects, including amendments to contracts, budgets, and project set-ups.
3. Coordinates efforts with external and internal staff members for the completion of infrastructure project and single/multifamily projects.
4. Gathers and submits data for Environmental Reviews for Federally Funded Special Projects.
5. Performs work on other non-federal projects.
6. Gathers and submits data to planning for Annual Action Plan and CAPER.
7. Assists with the RFP process for public service agencies by analyzing financial information, reviewing data and information submitted, and making preliminary funding recommendations.
8. Performs other related duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Community Development Block Grant (CDBG), Emergency Solutions Grants (ESG), HOME Investment Partnerships Program, National Environmental Protection Agency (NEPA) and Housing Opportunities for Persons with Aids (HOPWA) regulations.
- Federal, state and local regulations applicable to federal grants.
- Microsoft Office Programs (Word, PowerPoint, and Excel).
- Public participation process.

- **Skill in:**

- Oral and written communications.
- Organization, prioritization and time management.
- Negotiating.
- Analysis.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Work with other staff and departments.
- Solve problems.
- Interpret federal, state and local regulations applicable to federal grants.
- Edit legal documents related to assigned projects.
- Work with other City departments and outside professional partners to complete project responsibilities.
- Analyze financial information.
- Meet deadlines.
- Interpret information provided in RFPs.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Business Administration, Public Administration, Urban Planning, or Real Estate and three years of experience with federal grants.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.