

URBAN DEVELOPMENT PROGRAM SPECIALIST

NATURE OF WORK

This is responsible professional work participating in redevelopment and revitalization programs, projects, and activities of the Urban Development Department.

Work involves performance of professional and technical urban development, neighborhood, and sub-area project planning functions under a minimum of supervision and direction. Independent judgment is exercised in the application of professional techniques and principles within the framework of established federal, state, local, and departmental guidelines, and policies. Supervision may be exercised over a team of professional, technical, and clerical subordinates. General supervision is received in the form of consultation with a professional superior and in the review of recommendations and reports submitted.

EXAMPLES OF WORK PERFORMED

Manages, administers, and oversees all aspects of the Lead Hazard Reduction Program; develops policies and procedures for program administration; develops and monitors program benchmarks to ensure established goals are being achieved.

Manages Healthy Homes grant and coordinates with Lincoln/Lancaster County Health Department staff; evaluates program effectiveness; monitors budget to ensure average unit costs are maintained and benchmarks are met.

Develops and establishes financing mechanisms and prepares and administers project budgets.

Develops, directs, and implements a variety of programs and projects, such as but not limited to: Barrier Removal, Weatherization and Purchase-Rehabilitation, lead hazard, homelessness programs, and other federally-funded public improvement projects.

Prepares recommendations basic to community projects and Federal proposals; prepares statistical and technical reports regarding urban development programs and projects .

Assists in compiling and presentation of data and information for projects or functions performed by the Urban Development Department.

Assists and coordinates various aspects of the Community Development Block Grant Program, including neighborhood revitalization activities and public improvement projects, Lead Hazard Control Program, Special Need Assistance Programs, and Emergency Solutions Program.

Attends and conducts a variety of meetings and acts as staff resource for advisory boards and task forces which may include recruiting members, presenting information, preparing agendas, and assembling background information.

Prepares and administers federal and state grants; responsible for federal and state reporting requirements.

Prepares work schedules and project and program guidelines.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of research methodology and of standard sources and uses of socio-economic information.

Considerable knowledge of Federal and local laws and guidelines regarding Urban Development activities relating to redevelopment and revitalization programs, projects, and activities.

Considerable knowledge of land use zoning, urban design, preservation activities, urban development functions relating to redevelopment and revitalization programs, and development financing.

Ability to prepare, assist in, or supervise difficult studies and investigations relating to urban development, and to prepare reports of the particular features under study.

Ability to perform advanced professional work pertaining to redevelopment and revitalization programs, projects, and activities.

Ability to interact with neighborhood groups, agencies, contractors, and lead risk assessors, including the ability to coordinate ideas of diverse groups into a mutually accepted plan of operations.

Ability to formulate and interpret alternate solutions to problematic situations.

Ability to anticipate problems and visualize adequate and appropriate solutions.

Ability to assign, coordinate, supervise, and evaluate the work of subordinate professional and technical employees.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with coworkers, municipal officials, neighborhood groups, and the general public.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration, economics, planning, or in one of the related social or engineering sciences; and two years of experience participating in a variety of redevelopment and revitalization programs, projects, and activities; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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