

CITY OF FONTANA PROJECT SPECIALIST

DEFINITION: Under general direction, the Project Specialist assists in the administration and monitoring of a wide variety of City/Agency/Authority programs, projects and activities in conjunction with pro-active delivery of the Housing and Economic Development strategies. The Project Specialist will provide advice and recommendations regarding program objectives and funding availability in providing Housing and Economic Development (business development and retention) opportunities throughout the community.

EXAMPLES OF DUTIES: The Project Specialist has responsibility for the development of programs, projects and activities designed to pro-actively implement various elements of the Housing and Economic Development Strategies; promotes City/Agency/Authority programs through public speaking and seminars; conducts lender and realtor training/information sessions; participates in the evaluation of various policies for effectiveness; assists in the development of new financing mechanisms and develops new program components; monitors programs and agreements for compliance; monitors funds and prepares reports; assists in the preparation of annual goals and budget objectives; researches housing and economic development issues and prepares documents relating to the implementation of programs and projects.

ESSENTIAL FUNCTIONS: The employees must have the ability to:

- Develop, coordinate, and pro-actively implement programs, projects and activities in conjunction with the Housing and Economic Development Strategies.
- Identify and seek housing and economic development (business development and retention) related funding through grants from federal, state, local, and private sources; facilitate and monitor the implementation of said funding.
- Analyze and evaluate federal, state, and regional housing and economic development programs for the purpose of developing plans and procedures to implement changes and/or new programs.
- Collect, analyze, and evaluate data to assess local housing and economic development (business development and retention) needs.
- Prepare detailed and comprehensive reports, as required.
- Make presentations to the City Council, outside agencies, the public and business community.
- Assist in the implementation, management and coordination of Department goals and objectives.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Federal and State funded development programs such as Community Development Block Grant (CDBG), Home and SBA programs, and other housing and economic development (business development and retention) programs.
- Housing and economic development finance, banking and underwriting procedures and guidelines.
- Bond financing techniques and requirements.
- California Redevelopment Law with respect to housing and economic development requirements.
- Research methods, techniques and practices.
- Principles, practices and techniques of housing and community development grant administration.
- Effective customer service techniques and principles.

Experience: Three years of increasingly responsible experience in Housing and Economic Development (business development and retention) experience.

Education: A Bachelor's Degree from a recognized college or university with major coursework in planning, public administration, business administration, economics or a closely related field. Additional qualifying experience may be substituted for the required education.

Licenses/Certifications: Possession of, and continuously throughout employment, a valid CA Class "C" Driver's License.