

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Neighborhood Development Specialist		
<b>Job Code:</b>	PR1960	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	609	<b>Date Created:</b>	07/21/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	02/23/17

### GENERAL SUMMARY

Assists with the coordination of projects that involve the expenditure of federal funds, including but not limited to, infrastructure improvements such as street reconstruction, park improvements and single-family and multifamily construction. Assists with economic development and non-Federally funded projects including 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. Assists in producing the necessary public notices, Boards or City Council action items, to initiate, oversee, and complete projects, including amendments to contracts, budgets, and project set-ups.
2. Provides support to Neighborhood Development Coordinators and Housing Development Manager by drafting presentations, any marketing materials, maps or any other supporting documentation to be presented to neighborhood organizations or other public interest groups, Boards/Commissions, and/or City Council.
3. Assists with financial analysis and project feasibility.
4. Reviews reimbursement requests submitted by developers and/or City Departments to ensure accuracy of items, such as payroll, timesheets, fee schedules, eligible expenditures in order to reimburse in a timely manner.
5. Assists with external and internal staff members for the completion of all projects.
6. Gathers and submits data for Environmental Reviews for Federally Funded Special Projects.
7. Performs work on other non-federal projects.
8. Gathers and submits data related to planning for Annual Action Plan, CAPER, and other reports or audits related to projects.
9. Assists with the drafting RFPs/RFQs for professional services, land disposition, and any other project.
10. Performs other related duties as required.

11. 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:**
  - Federal, state and local regulations applicable to project development.
  - Microsoft Office Programs (Word, PowerPoint, and Excel).
  - Geographic Information Systems
  - 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.
  - Create maps using GIS or other mapping software.
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  - 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.
  - Prioritize work.
  - 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 or related field and three years of experience with federal grants, state housing tax credits, real estate development such as multifamily housing, project management, and/or community development or related field.

## **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.