

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Planning Services
Division of Planning
Classified, GRADE 10
35 Hour Week

HOUSING & COMMUNITY DEVELOPMENT SPECIALIST

GENERAL STATEMENT OF DUTIES: Performs routine technical tasks in the rehabilitation of homes and other community development projects in the county; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for investigating all requests for housing rehabilitation grants by interviewing the applicants to determine eligibility, searching County records for ownership information and possible liens, and writing specifications for reconstruction. Reports to Housing & Community Development Supervisor or Assistant Director.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires climbing, stooping, kneeling, crouching, standing, walking, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Determine whether applicant qualifies for the reviewing application;
Research mortgages, liens, property ownership, etc.;
Monitor all construction, repairs or alterations done on the dwelling by contractors and verifies completion of work before releasing money to the contract;
Perform financial analyses of target areas;
Organize bid packages; holds pre-bid meetings; checks contractor references;
Ensure that properties approved for grants are clear of liens;
Determine work to be completed by visual inspection;
Compile a report of all investigations including a statement of specific work to be included in project;
Inspect all work to determine contractor compliance with contract;
Recommend to supervisor approval of all contractual payments to contractors.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of home remodeling practices; good knowledge of state and local building, electrical, mechanical and plumbing codes and regulations; good knowledge of the various programs provided by the department; ability to deal with contractors and low and moderate income persons; ability to write clear and concise work specifications; ability to conduct research and write reports; mature judgment; ability to establish and maintain effective working relationship with coworkers, supervisor, officials, agencies, and the public; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school coursework or G.E.D. with considerable experience in the home construction field with some experience in home remodeling; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must possess or pass National Certification Program for Construction Code Inspectors Examination Module: 1A- 1&2 Family Building within 18 months of hire. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Must pass testing for substance abuse and criminal background investigation. Direct deposit of pay required.

Employee Acknowledgment

rev. 12/10/91

rev. 7/1/94

rev. 1/11/99

Rev. 07/01/00

Rev. 07/01/03