

## KENT COUNTY POSITION DESCRIPTION

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

Department of Planning Services  
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; and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, work requires reaching, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, visual acuity is required for preparing and analyzing written or computer data, operations of machines, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deduction; the worker may be subject to adverse environmental conditions.

**EXAMPLE OF WORK:** (Illustrative only)

Determine whether applicant qualifies for the reviewing application;  
Prepare applications for assistance for qualifying Kent County residents;  
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, and checks contractor references;  
Ensure that properties approved for grants are clear of liens;  
Determine work to be completed by visual inspection;  
Perform initial housing 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 ICC Certification Program modules: B1 – Residential Building Inspector and Property Maintenance and Housing Inspector within 18 months of hire required to retain position. Possession and retention of a valid driver 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. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

---

Employee Acknowledgment

rev. 12/10/91; 07/01/94; 01/11/99; 07/01/00; 07/01/03; 07/01/15; 07/01/18