

Title: Housing & Community Development Specialist I
Department: Planning Services
Division/Office: CDBG Section



Grade 2116; Hourly position; Category: Classified; Job Code: HCDS; Rev.:07/01/2021

General Description

The purpose of this position is to assist with the implementation of the CDBG Housing rehabilitation program and other community development projects.

This position works under general supervision, independently developing work methods and sequences.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Prepares applications for assistance for qualifying Kent County residents.
- Research mortgages, liens, property ownership, etc.
- Assists with monitoring all construction, repairs or alterations done on the dwelling by contractors.
- Researches target areas for eligible clients.
- Organizes bid packages, holds pre-bid meetings, and checks contractor references.
- Research if properties approved for grants are clear of liens.
- Assists in performing initial housing inspection.
- Compiles a report of all investigations including a statement of specific work to be included in project.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent supplemented by one (1) year of residential construction and remodeling experience or an equivalent combination of education, training and experience.

Additional Requirements:

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.

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.

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Americans with Disabilities Act Requirements:

This is 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 climbing, stooping, kneeling, crouching, crawling, reaching, walking, fingering, and grasping; 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, 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; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; mental acuity is required to make rational decisions through sound logic and deduction; the worker is subject to inside and outside environmental conditions, and atmospheric conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- 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.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement