

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3834 **TITLE:** HOUSING/COMMUNITY DEVELOPER II **GRADE:** S-23

DEFINITION:

Under general supervision, performs a variety of journey level technical work in one or more specialized functional areas, assisting in the implementation of a number of the County's housing and community development programs and/or projects; and to do related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is the journey level for the Housing/Community Developer series. The Housing/Community Developer II is distinguished from the Housing/Community Developer III in that the Housing/Community Developer II assists in the implementation of a number of programs or projects whereas the Housing/Community Developer III plans, operates, and implements the programs or projects with assistance from the II. The Housing/Community Developer II is distinguished from the Housing/Community Developer I in that Housing/Community Developer II assists in the implementation of a number of programs or projects whereas the Housing/Community Developer I assists in one or more aspects of the implementation of a program or project.

ILLUSTRATIVE DUTIES:

Assists in the planning and implementation of comprehensive housing/community development programs and/or public facility projects in selected target areas;
Assists senior Housing/Community Developers in the analysis, planning, and preparation of specific conservation and/or redevelopment plans for low and moderate income communities;
Conducts analyses, including gathering appropriate data, performing field surveys, and meetings with local citizens;
Determines housing/community development needs, recommends programs and funding levels, and develops specific project proposals to meet target area needs;
Coordinates and provides direct assistance in the implementation of Neighborhood Improvement Programs and other community development projects throughout the County; coordinates and monitors the work of consultants;
Provides project team support, as needed, to other staff in the execution of program objectives;
Assists in the general administration of housing/community development programs;
Works with citizens' organizations in target neighborhoods during all phases of community development planning and implementation;
Coordinates work with federal and state agencies, County departments, and private agencies;
Undertakes special projects and performs other duties as required;
As a Rehabilitation Specialist has responsibility for all aspects of a rehabilitation project, from initial applicant contacts and inspection through construction and final approval;
Inspects existing condition of house to determine code violations and desires of homeowners, and formulates work write-ups of proposed improvements;
Advises homeowners on proper maintenance techniques to avoid future problems;
Designs all types of renovation, including house additions;
Analyzes construction and financial problems and recommends solutions;

Develops bid packages and necessary support materials, including working drawings, specifications, cost estimates, and contract documents; oversees construction through field inspection to certify and manage disbursement requests and to insure that work is done to acceptable standards;

Coordinates program with chief building and housing code inspectors, other County agencies, and general construction contractors.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of housing law and programs, site planning, real estate and land-use law;

Knowledge of applicable federal, state and local regulations;

Knowledge of building construction practices and state and County building codes;

Ability to communicate effectively in verbal, written and graphic forms;

Ability to work effectively with citizen groups and affected community residents.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to the following:

Graduation from an accredited college or university with a degree in planning, engineering, architecture, economics, or related field and two years of experience directly related to assigned program area.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

None.

REVISED:

December 12, 2003