

**City of San José**  
**CLASS SPECIFICATION**

**Title: Development Specialist FT/PT (4224/4223)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Housing	Varies	Non-exempt

**CLASS SUMMARY**

Under general direction, performs professional level administrative and technical duties to facilitate a wide range of housing, economic, and community development functions; support programs in one or more of the following areas or any other designated areas: housing, mixed use housing, real estate development, neighborhood development, state and federal grant management, homelessness interventions and solutions, housing policy development, or housing program development. May independently coordinate less complex community development tasks or projects. Perform program design and problem resolution. May participate in cross-functional project teams. May serve as a City contact with developers, citizens, non-City agencies or groups, businesses and commercial areas of the community. May assume lead responsibility over clerical support staff. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the first of three levels in the professional Development series responsible for performing functions which include less complex, varied, and technically difficult development or analytical assignments. This class differs from the higher class of Development Officer in that incumbents of the latter class normally perform more complex and specialized duties with less supervision, including strategy and policy development; supervision of professional staff, leading a project team(s), or coordinating a variety of complex projects or programs. Development Specialists typically report to a Development Officer or Sr. Development Officer (or other similar level management position). Incumbents may be assigned to different areas, and duties vary by area of assignment and position.

**QUALIFICATIONS**

**Minimum Qualifications**

**Education and Experience**

Bachelor's Degree from an accredited college or university in Planning, Housing, Geography, Economics, Business Administration, Public Administration, Political Science, Sociology or related field and two (2) years of directly related work experience.

**Acceptable Substitution**

Additional related experience may be substituted for the education requirement on a year-for-year basis.

**Required Licensing (such as driver's license, certifications, etc.)**

Possession of a valid State of California driver's license may be required for some assignments.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.

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- Knowledge of urban renewal, neighborhood preservation, low income housing programs or affordable housing development.
- Knowledge of Housing principles and issues.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Analytical Thinking - Approaching a problem or situation by using a logical, systematic, sequential approach.
- Collaboration - Develops networks and builds alliances; engages in cross-functional activities.
- Fiscal Management - Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.

**Desirable Qualifications**

**(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)**

- Ability to communicate and collaborate with individuals from diverse ethnic and socio-economic backgrounds.
- Ability to conduct inclusive outreach and community engagement, processes, and work with racially diverse groups and community advocacy groups including homeless people or at-risk of homelessness populations.
- Ability to speak a second language [Spanish, Vietnamese, Chinese, and Tagalog are preferred]
- Experience working in encampments, shelters interim, transitional and/or permanent supportive housing.
- Experience working with diverse community groups.
- Knowledge of loan underwriting and title and escrow process.
- Knowledge of real estate finance, appraisal and marketing practices.
- Ability to work effectively with residents and coworkers with cultural humility and respect.

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<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	<b>FREQUENCY*</b>
1.	Assists in working with developers, non-City agencies, investors and business people by gathering and sharing needed information to facilitate the development process. Information could be related to City requirements regarding zoning, building, etc; public assistance available; identification of resources, contacts, and a variety of other topics.	Daily/Several Times
2	Performs routine administrative functions to ensure compliance with federal, State, and local laws and regulations pertaining to development projects, loans, grants and contracts.	Daily/Several Times
3.	Prepares, implements, and monitors development budgets.	Daily
4.	Reviews and analyzes financing arrangements, budgets, legislation, management/monitoring controls and other policy documents or related issues.	Daily
5.	May assist to coordinate case management and subsidies; administers programs and interventions to prevent and end homelessness.	Daily
6.	Explains, interprets and makes presentations of applicable ordinances, codes, laws, policies, rules and regulations to citizens and groups, agencies, businesses, and other entities.	Daily
7.	Manage a loan, grant or development contract portfolio including monitoring responsibility; assists in the selection, negotiation, preparation and implementation of various loans, grants, and contracts.	Daily
8.	Prepares, administers and processes documents related to development projects (such as grants, contracts, loan documents, invoice payments, lease and rental agreements, Owner Participation Agreements, escrow closings, etc.). Monitors the processing of such documents in order to ensure timely and efficient completion.	Daily
9.	Assists in monitoring and evaluating progress of development projects which may include preparing progress reports, gathering and analyzing information from contractors, developers, community groups and others, and other related activities.	Daily
10.	Prepares or assists in the preparation of various presentations, policies and procedures, reports, and correspondence.	Intermittent
11.	Sets up and attends various meetings to discuss future development, progress of current projects, problem areas that could delay projects or programs, and other related topics. Meetings may include a variety of participants such as City employees, elected officials, developers, community groups, and other agencies or groups. Participates in meetings and makes presentations, as required. May serve as a City contact with developers, non-City agencies or groups, businesses and commercial areas of the community.	Intermittent
12.	May give direction to and/or supervise clerical support staff and volunteers.	As Required
13.	May assist in marketing and public outreach activities, and activities related to identification of development opportunities.	As Required

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14.	Performs other related work as required.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

**PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Incumbents may be occasionally required to use their personal vehicles in performing job duties.
- Maintain professional demeanor during interactions with staff, customers, and the public.

**CLASSIFICATION HISTORY** *Created 01/86, Rev. 08/04, Rev. 01/22; s003*