

City of San José
CLASS SPECIFICATION

Title: Development Officer (4222)

| DEPARTMENT | ACCOUNTABLE TO | FLSA STATUS |
|------------|----------------|-------------|
| Housing | Varies | Exempt |

CLASS SUMMARY

Under general direction, independently performs 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, rehabilitation, or construction of housing economic and community development projects. May independently coordinate less complex community development projects or programs. Plans, develops, implements, and evaluates City-sponsored programs. May participate in cross-functional project teams. May serve as a City contact with businesses and commercial areas of the community. Provides advice and consultation to departmental and agency management. May assume lead responsibility over lower level professional or serve as a team leader. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the second of three levels in the professional Development series. This is the full journey level class in the series. This class differs from the lower level of Development Specialist in that Development Officers 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. This is the first supervisory level in the series. The Development Officer differs from the higher level of Sr. Development Officer in that incumbents of the latter class normally manage the most complex development projects and programs, and work with less general direction. Development Officers typically report to a Sr. Development Officer or Housing Policy and Planning Administrator (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 four (4) years of increasingly responsible directly related work experience, including one (1) year performing work of a similar nature and level as Development Specialist with the City of San José.

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.

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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.
 - Knowledge of urban renewal, neighborhood preservation, low-income housing programs or affordable housing development.
- 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.
- Teamwork and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- 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.
- Project Management - Ensures support for projects and implements agency goals and strategic objectives.
- Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

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- Knowledge of affordable housing and loan management practices.
- Knowledge of concepts and objectives of commercial and industrial development agencies.
- Knowledge of implementing street-based outreach, case management, and interventions for the homeless.
- 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].
- Ability to build understanding of key issues affecting persons experiencing housing instability and/or homelessness.
- Experience working in encampments, shelters, interim, transitional and/or permanent supportive housing.
- Knowledge of loan underwriting and title and escrow processes.
- Knowledge of real estate finance, appraisal and marketing practices.
- Knowledge of best practices in providing homeless services, and experience with governmental programs transitioning homeless into interim and permanent affordable housing.

| DUTY NO. | TYPICAL CLASS ESSENTIAL DUTIES: (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: | FREQUENCY* |
|-----------------|--|---------------------|
| 1. | Provides technical assistance to developers, investors, general public, homeless populations, business people and various non-profit and governmental agencies. | Daily/Several Times |
| 2. | Coordinates the preparation and implementation of strategic plans for various housing and homeless response programs and development projects. | Daily/Several Times |
| 3. | Coordinates City staff, volunteers, general public and other resources in the implementation of capital improvement and other projects, including: coordination of homeless response and rapid rehousing issues, planning and building review and approval, escrow closings for acquired properties, historic issues, leases, loan underwriting, payment processing and other issues depending on area of assignment. May lead a cross-functional team to implement a housing or homeless response program or development project. | Daily/Several Times |
| 4. | Coordinates contract execution to include: negotiating business terms and conditions with property owners, managing consultant contracts, obtaining City Council approval on contracts and ensuring contract compliance throughout a development project. | Daily |

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|----------|---|--------------|
| 5. | Manage a loan, grant or development contract portfolio including monitoring responsibility. May assist to coordinate case management, subsidies and interventions for a homeless reduction program. | Daily |
| 6. | Assists in the selection, negotiation, preparation and implementation of various loans, grants, and contracts. | Daily |
| 7. | May review and administer loans, grants or development contracts including responsibility for approval or denial of varied and difficult loans, grants, or development contracts for the predevelopment, development, rehabilitation, or construction of housing, economic and community development projects. | Daily |
| 8. | Monitors projects from conception to completion to ensure completion on time and within budget. Oversees project budget and ensures project complies with federal, state and local laws and regulations. | Daily |
| 9. | Prepares various presentations, policies and procedures, reports, and correspondence including status reports, project issue reports, audit responses, City Council, Committee and citizen oversight board memos. | Daily |
| 10. | Sets up and attends various meetings, makes presentations, and represents the City on various committees, organizations and boards. | Intermittent |
| 11. | May supervise professional and clerical support staff and volunteers to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and, making hiring, termination, and disciplinary recommendations and any other recommendations related to the change in status of employees. | As Required |
| 12. | May perform activities related to marketing and public outreach, and identification of development opportunities (such as identifying potential sites for housing development projects or negotiating new partnerships for neighborhood development projects). | As Required |
| 13. | 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;

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- 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 07/80, Rev. 08/04, Rev. 01/22;s003*