

# CITY OF GOSHEN, INDIANA

## POSITION DESCRIPTION

**Department:** Community Development  
**Position:** Community Development Specialist  
**Job Category:** PAT (Professional, Administrative, Technological)  
**Status:** Permanent, Full-Time  
**FLSA Status:** Covered Exempt (Salary)  
**Date of Announcement:** March 25, 2022  
**Application Deadline:** Until position is filled

Under the direction of the Planning and Zoning Administrator, the Community Development Specialist Performs administrative, planning and implementation functions related to the federally funded Community Development Block Grant (CDBG) program, and supports activities of the Planning office.

### **Essential Duties and Responsibilities:**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.*

#### **Implements Community Development Block Grant Program:**

- Prepare the Five-Year Consolidated Plan.
- Prepare Annual Action Plan for individual program year.
- Engage in strategic fiscal planning during plan and project development.
- Use relevant data to determine area need and best use of CDBG funding.
- Prepare sub-recipient, Community Based Development Organization (CBDO), and other partner agreements for approval by Board of Works.
- Provide enforcement and oversight of sub-recipient, CBDO, and other partner agreements.
- Serve as liaison between the Department of Housing and Urban Development (HUD) and sub-recipient, CBDO, and other partners pertaining to contract and regulatory interpretation.
- Plan, organize, and conduct public hearings and meetings, following Goshen's CDBG Citizen Participation Plan.

#### **Coordinate sub-recipient, CBDO, and other partner application and implementation process:**

- Prepare application documents.
- Notify sub-recipient, CBDO, and other partner agencies regarding funding availability and application process.
- Provide technical assistance to applying agencies.
- Prepare and present funding recommendations to Mayor and review committee.
- Review, submit and track reimbursement claims for funded activities.

#### **Maintain Environmental Review Record for grant activities:**

- Complete environmental review for all CDBG activities.
- Prepare legal notices.
- Submit requests for release of funds to HUD.
- Maintain environmental review files.

#### **Monitoring and Reporting:**

- Monitor sub-recipients and CBDO regularly to ensure compliance with HUD requirements
- Monitor ongoing performance, timely expenditure and regulatory compliance of funded activities.
- Prepare Consolidated Annual Performance and Evaluation Review (CAPER).
- Prepare other reports and monitor efforts as required by HUD, including, but not limited to, Davis-Bacon & Related Acts, Fair Housing and Section 3.
- Attend HUD-sponsored and community development related trainings and workshops.

**Related Community Development Tasks:**

- Participate in initiatives and groups that advance knowledge and use of community resources and services for homeless prevention, affordable or supportive housing, and services for special populations.
- Establish and maintain effective working relationships with local organizations providing services and City departments.
- Develop and coordinate special projects that further the intent, priorities and objectives of the CDBG program as needed.

**Planning Office Support:**

- Assists the Planning team with tasks such as back-up office coverage and Plan Commission & Board of Zoning Appeals meeting minutes.

**Minimum Training and Experience:**

- Bachelor's degree in public administration, urban planning or related field.
- Five years relevant work experience; or any equivalent combination of education, training and experience that provides the necessary knowledge, skills and abilities.
- Familiarity with HUD grant programs, including CDBG is highly desirable.
- Familiarity with environmental review guidelines is desirable.
- Proficiency in the use of Microsoft Office, including the ability to develop spreadsheets, such as Excel.

**Special Requirements:**

- Valid Driver's license

**Mathematical Ability:**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, interpret graphs, perform formula calculations.

**Language Ability and Interpersonal Communication:**

- Ability to communicate effectively with immediate supervisor, city staff and the general public both verbally and in writing.

**Environmental Adaptability:**

- Ability to work effectively in an office environment and occasionally conduct site visits.

**Rate of Pay:**

Grade 13 as designated by current salary ordinance, \$1883.61 to \$2,255.82 bi-weekly, depending on experience.

**Work Hours:**

Monday – Friday, 8:00 am – 5:00 pm (some meetings outside the normal work day may be required)

Required applications available in Human Resources, 204 E. Jefferson St., Goshen or online at [www.goshenindiana.org](http://www.goshenindiana.org). Click Job Opportunities.

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