



# CITY OF LORAIN

## CIVIL SERVICE COMMISSION

200 WEST ERIE AVE. 7TH FLOOR CITY HALL, LORAIN, OHIO 44052  
TELEPHONE (440) 204-2066 FAX (440) 204-2527

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**OPPORTUNITY FOR EMPLOYMENT  
THE LORAIN CIVIL SERVICE COMMISSION  
IS ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:**

**CLASSIFICATION:**

**Neighborhood Development Specialist  
BUILDING, HOUSING & PLANNING DEPT.**

**SALARY:**

**A5 -Pay range  
\$ 51,231.93 -62,369.31**

Applications for the classified, non-bargaining management position of **NEIGHBORHOOD DEVELOPMENT SPECIALIST** in the Lorain Building, Housing & Planning Department are available **online** beginning Monday, March 1, 2021 through Friday March 12, 2021, deadline is 4:30 p.m. Go to: [www.cityoflorain.org](http://www.cityoflorain.org) under departments, click on Civil Service and then Job Application; follow the 4-step instructions and e-mail directly to:

[rosemary\\_white@cityoflorain.org](mailto:rosemary_white@cityoflorain.org).

**Applications will only be received online.** Be sure to include the underscore between rosemary and white.) Please **DO NOT** fax or mail!

**POSITION SUMMARY:**

The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with applicants, contractors and subcontractors, investors and other departmental personnel. The Neighborhood Development Specialist also serves as the City's liaison for diversity activities to include assisting the Fair Housing Administrator.

**SOME PRIMARY RESPONSIBILITIES INCLUDE:**

Serves as the City of Lorain's point person for emergency/specials assistant requests or complaints of discrimination in employment, housing and public accommodations. Provide referrals to appropriate support agencies and may serve as a conciliatory agent in the resolution of these situations. Assists in managing the City of Lorain's fair housing process to include all aspects of Fair Housing Compliance, work with partners and related work with consultants, and a willingness to train in all necessary standards. Act as the

City of Lorain's Section 3 Coordinator. Works with landlords and tenants to resolve landlord/tenant disputes when necessary.

**REQUIRED KNOWLEDGE, SKILLS & QUALIFICATIONS:**

Must possess good communications skills both written and verbal. Good customer service; problem solving; prioritizing; attention to detail. Undergraduate degree in Planning, Urban Studies, Public Administration, Public Policy, Architecture or a closely related field; some experience in banking or consumer credit preferred; some training in Housing and Urban Development (HUD) and or the Department of Justice (DOJ); any equivalent combination of experience and training which provides the knowledge, skills and abilities required to perform the work.

A complete job description for the position will be available upon request. It will also be attached to this announcement which appears on the City of Lorain website at: [www.cityoflorain.org](http://www.cityoflorain.org) under departments click on Civil Service and then Current Opportunities. Contact Rose at 440-204-2066 with any questions.

**AN EQUAL OPPORTUNITY EMPLOYER**



## Position Description

**Position Title:** Neighborhood Development Specialist  
**Department:** Building, Housing and Planning  
**Salary Grade:** A5 (COL-MAG)

**Reports to:** Director of Building, Housing, Planning  
**FLSA:** Exempt  
**Date:** January 2021  
**Addendum:**

### JOB SUMMARY:

The work is performed under the general direction and supervision of the Planning and Zoning Administrator and the Director of Building, Housing, & Planning. Considerable leeway is granted for the exercise of independent judgment. While the work does involve little supervision over the work of other employees, the nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with program applicants, contractors and sub-contractors, investors and other departmental personnel. The Neighborhood Development Specialist also serves as the City's liaison to the Fair Housing Board Administrator and as the CRA Housing Officer. The position is considered high profile, to serve the city's citizens from those who are most vulnerable and in need of safe and affordable housing, to those helping to invest and provide economic development opportunities to continue Lorain's redevelopment.

### Duties and Responsibilities

1. Serves as the official community liaison for the Building, Housing and Planning Department in the City of Lorain
2. Attends task force and board meetings for Active Transportation, Healthy Communities, County Homeless task Force
3. Serve as the City's Fair Housing Administrator
4. Liaise with the City of Lorain's Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) Programs
5. Serves as a planning staff member with, but not limited to, economic development projects
6. Assists with presentations and community input meetings for all department programs
7. Serves as the City of Lorain's Community Reinvestment Area (CRA) housing officer
8. Administration and reporting of all CRA activities, including processing applications for residential and commercial tax abatement

9. Conducts all Environmental Reviews required by the Department of Housing and Urban Development (HUD)
10. Serves as the City of Lorain's point-person for emergency/special assistant requests or complaints of discrimination in employment, housing and public accommodations. To include proving referrals to appropriate support agencies and may serve as a conciliatory agent in the resolution of these situations.
11. Provide support to the Planning Department with outreach initiatives to under-represented communities.
12. Assists in managing the City of Lorain's fair housing process, to include all aspects of Fair Housing Compliance, work with partners, and related work with consultants, and a willingness to train in all necessary standards.
13. Works with landlords and tenants to resolve landlord-tenant disputes when necessary.
14. Assist with Consolidated Plans and CAPER Reports and other HUD required reports.
15. Other duties as required

### **Necessary Competencies:**

1. Must be innovative, detail-oriented
2. Capable of managing multiple, high-priority assignments
3. Strong interpersonal skills to develop good working relationships at various levels and to resolve complaints
4. Strong analytical skills to interpret research data for
5. Reading comprehension to understand technical and legal materials.
6. Ability to work on several projects or issues simultaneously
7. Ability to manage projects effectively and meet firm deadlines
8. Experience with ArcGIS software in an Urban planning context

### **Requirements**

1. Maintains a thorough knowledge of federal, state and local codes and regulations that relate to the position.
2. Manages budgeted activities effectively and provides information for the development of the budget, on an annual basis.
3. Maintains a good working knowledge of computer spreadsheet, database, and word processing applications for use in the area of specialization.
4. Attends continuing education opportunities in area of specialization and other support systems such as computer software upgrades.
5. Works independently and in teams on the coordination of projects, research, and programs with a focus on accuracy and an attention to detail.
6. Ability to maintain effective working relationships with internal and external groups, including the general public.
7. Develops goals, plans and measurements for the functions outlined in the position job description.
8. Strongly desire written and verbal understanding of the Spanish language for interpretation purposes, along with outreach.

**Education and Experience**

Neighborhood Development Specialist

- **Education and Experience:** Undergraduate degree in Planning, Urban Studies, Public Administration, Public Policy, Architecture or a closely related field
- **Familiarity with** Housing and Urban Development (HUD) and/or Department of Justice (DOJ) programs related to the administration of Fair Housing rules and regulations in a municipal setting; **OR** three years of experience and training which provides the knowledge, skills and abilities required to perform the work.

**Physical Demands:**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand; walk; use hands to handle or feel; reach with hands and arms; and be able to lift up to 50 lbs when necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

The City of Lorain is an Equal Opportunity Employer.

***Employee Acknowledgement***

***I have read this job description and discussed it with my supervisor.***

<b>Employee Name:</b>	
<b>Date Completed:</b>	
<b>Supervisor Name:</b>	
<b>Date:</b>	