



# CITY OF LORAIN CIVIL SERVICE COMMISSION

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TELEPHONE (440) 204-2066 FAX (440) 204-2527

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DATE OF ISSUE: JULY 29, 2022  
THE LORAIN CIVIL SERVICE COMMISSION  
IS ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:

**CLASSIFICATION:**

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

**SALARY:**

**Grade 26  
\$ 21.18/hr Starting pay  
\$ 22.35/hr After 6 months  
\$ 23.53/hr After one year**

Applications for the classified, union position of **COMMUNITY DEVELOPMENT SPECIALIST** in the Lorain Building, Housing & Planning Department are available **online** beginning Monday, August 1, 2022 from 9:00 a.m. to 4:30 p.m and **UNTIL THE POSITION IS FILLED** Go to: [www.cityoflorain.org](http://www.cityoflorain.org) under departments, click on Civil Service and then Application Instructions (and follow the 4-step procedure) 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:**

**Performs entry level administrative work implementing the City's Community Development Block Grant programming. Provides administrative support for Economic Development, Community and Public Service programs. Work is performed under the general supervision of the Program Manager I and the Director of Building, Housing and Planning.**

**SOME PRIMARY RESPONSIBILITIES INCLUDE:**

Assist the Program Manager and Director with planning, organizing, coordinating, and implementing the City's economic development strategies and programs

Conducts surveys and studies; analyzes statistical data; may submit recommendations for changes to make the various programs more responsive to community needs

Assists with compilation of documents required for loan agreements and prepares documentation for mortgage filing

Provides tracking and analysis of financial/fiscal information related to the project file

Assists members of the business, real estate and development community in navigating city approval process

**REQUIRED KNOWLEDGE, SKILLS & QUALIFICATIONS:**

Must possess good communications skills both written and verbal. Good customer service; problem solving; prioritizing; attention to detail. **Bachelors degree in Urban Planning, Urban Studies, Public Administration, Public Policy, or a closely related field OR two (2) years experience in the development of and rehabilitation of housing using various federal funding programs. Preferred Education and Experience:** Master's degree in Urban Planning, Real Estate Development, Urban Studies, Public Administration, Public Policy or closely related field and fluency in Spanish **OR (5) years of background in real estate transactions, understanding of real estate financing, administration of federal programs and knowledge of housing construction.**

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. **Make sure to include valid driver's license, City of Lorain Employee Record Check form and resume. MUST COMPLETE AND SUBMIT A CITY OF LORAIN EMPLOYMENT APPLICATION IN ORDER TO BE CONSIDERED.** Contact Rose at 440-204-2066 with any questions.

**AN EQUAL OPPORTUNITY EMPLOYER**



## Position Description

**Position Title:** Community Development Specialist  
**Department:** Building, Housing and Planning  
**Salary Grade:** USW Grade 26  
**Reports to:** Director of Building, Housing and Planning  
**FLSA:** Exempt  
**Date:** January 2021  
**Addendum:**

### Position Summary:

Perform entry level administrative work implementing the City's Community Development Block Grant (CDBG) programming. Provide administrative support for Economic Development, Community and Public Service Programs. Work is performed under the general supervision of the Program Manager I and the Director of Building, Housing and Planning.

### Distinguishing Features of the Class:

The incumbent performs entry level assignments in research, analysis, planning and implementation of economic development, community and public service programs. The Community Development Specialist is responsible for coordinating entry level tasks associated the redevelopment of vacant and abandoned commercial buildings and the development of new economic development programs in the City of Lorain. Assignments are in such areas as capital projects, commercial rehabilitation, real property acquisition, disposition and management, promotion of business opportunities for underrepresented communities, and community development block grants (CDBG) administration.

### Duties and Responsibilities:

1. Assist the Program Manager and Director with planning, organizing, coordinating, and implementing the City's economic development strategies and programs.
2. Conducts surveys and studies; analyzes statistical data; may submit recommendations for changes to make the various programs more responsive to community needs.
3. Assists with the compilation of documents require for loan agreements and prepares documentation for mortgage filing
4. Assists potential clients with through the application process. Ensures that all necessary documents are received and filed.
5. Provides program compliance support by maintaining the files necessary for HUD and EDA specific monitoring
6. Provides tracking and analysis of financial/ fiscal information related to the project profile.

7. Manage communication resources covering print publications, audio/video and website; including contracts with providers utilizing high profile programs like Adobe Creative Suite and Microsoft Office Suite.
8. Responsible for the coordination of stakeholder engagement to facilitate citizen input in the development process.
9. Assist members of the business, real estate and development community in navigating city approval process
10. Coordinate efforts to collect data necessary to monitor and report on department goals and activities.
11. Ability to compile large documents for local, state, and federal review and monitoring purposes.
12. Other duties as required.

**Necessary Competencies:**

1. Communication Skills- written and verbal
2. Customer Service – Positive/Polite
3. Problem Solving
4. Prioritizing
5. Attention to detail
6. Initiative and Creativity
7. Planning and organizing
8. Passion for community wellness

**Requirements:**

1. General knowledge of the principles and practices of economic development, marketing, community engagement, business management and
2. Detail oriented problem solver with the ability to think critically
3. Skill and aptitude in methods of research and evaluation.
4. Comfortable presenting information and engaging with members of the businesses community. Have the skill, demeanor, and personality to engage business management in meaningful discussions. Possess the discretion and discipline to address business concerns in a timely manner.
5. Excellent project management skills. Highly organized.
6. Ability to prepare and present orally and written reports and prepare technical reports. Skill to communicate effectively, both orally and in writing.
7. General knowledge of federal, state and local ordinances, policies and procedures related to economic development, planning and zoning.
8. Ability to collect and interpret data in order to evaluate economic development programs, including identifying and securing funding/revenue sources.
9. Ability to work independently and in a group setting.
10. Able to establish individual and programmatic performance measures and possess enough self-motivation to achieve them.

**Education and Experience:**

**Education:** Bachelor's Degree in Urban Planning, Urban Studies, Public Administration, Public Policy or a closely related field OR two (2) years' experience in the development of and rehabilitation of housing using various federal funding programs. Preferred Education and Experience Master's Degree in Urban Planning, Real Estate Development, Urban Studies, Public Administration, Public Policy or a closely related field and fluency in Spanish OR (5) years of background in real estate transactions, understanding of real estate financing, administration of federal programs and knowledge of housing construction.

**Experience:** Considerable professional experience in economic development, communications, marketing or planning. Experience in local, regional, or state government is preferred. Knowledge and experience developing and implementing economic development and community programs.

Ability to learn ESRI GIS and Adobe Creative Suite (InDesign, Photoshop, etc.)

Valid Ohio Class D Driver's License.

**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 20 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>	