

City of Bellingham
Classification Specification

CLASS TITLE	Development Specialist 1
DEPARTMENT	Planning\Community Development
UNION:	231
SG:	S-5
CS:	N
FLSA:	N
EE04CODE:	PR

NATURE OF WORK:

Responsible for assisting the division section managers and/or the Office of Neighborhoods and Community Development Manager in implementing approved projects by undertaking specific technical tasks as directed in areas such as housing, community and economic development and the human services program.

DISTINGUISHING CHARACTERISTICS:

The Development Specialist 1 classification is the entry-level position in this area. This classification works independently on assigned projects, with guidance and direction from a supervisor. The Development Specialist 1 classification is distinguished from the Development Specialist 2 classification by a lesser degree of complexity in the work and the level of independence. The Development Specialist 2 classification may be assigned full responsibility for project design, implementation, oversight and completion with little outside direction and may be given full responsibility for the direction of outside contractors and consultants.

SUPERVISORY RELATIONSHIPS:

Reports to the assigned section manager or Office of Neighborhoods and Community Development Manager. Receives direction from Program Managers or Division Manager on assigned projects. Works under applicable federal, state, and city regulations, policies, procedures and guidelines. Works independently on assigned projects with guidance and direction from assigned manager.

ESSENTIAL FUNCTIONS:

1. Assists with project and activity development and implementation.
2. Works cooperatively with, and acts as a liaison to, community groups including human services agencies, neighborhood groups and business associations, as well as professional and trade organizations on collaborative projects and in providing public information on issues relative to projects.
3. Prepares, organizes and makes oral presentations to groups as required by specific projects.

4. Implements requirements of federal, state and local regulations and monitors project and activity requirements.
5. Works cooperatively with other agencies on intergovernmental projects including county government, Port of Bellingham, Western Washington University, etc.

ADDITIONAL WORK PERFORMED:

1. Performs related duties as assigned within general scope of classification.

KNOWLEDGE AND SKILLS:

- Good project management skills including organization and planning, problem analysis, decision making, adaptability, flexibility and time management.
- Skill in:
 - Identifying problems and issues and performing research to develop solutions and/or find information;
 - Applying analysis, including applying financial analytical expertise, to complicated economic development projects involving large amounts of money;
 - Reading, understanding, interpreting, conveying to others and accurately implementing the requirements of various federal, state and local regulations;
 - Evaluating multiple options and locating, recognizing, and extracting the most significant elements from large bodies of complex information and applying them to the project at hand;
 - Operating comfortably and effectively in an environment of ideas that may be hypothetical or uncertain;
 - Handling several tasks simultaneously and meeting deadlines while maintaining accuracy and attention to detail in an environment of frequent interruptions;
 - Working independently in carrying out position responsibilities;
 - Providing clear explanations on procedures and regulations and communicating with the public with confidence, tact, courtesy and patience; and,
 - Application software including word processing, spreadsheet and database management programs to produce a variety of documents as required by projects.
- Strong written communications skills to prepare a variety of reports and business correspondence.

WORKING ENVIRONMENT:

Work is performed primarily in an office environment. Works extensively at a computer workstation. The person in this position frequently attends meetings at various locations in the city. Visits construction and project sites in the city in the course of job duties with frequency dependent on work in progress.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in planning, public administration, business administration, or related field required.
- Project management experience preferred.
- A combination of experience and training that provides the applicant with the knowledge and skills to perform the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.

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1/01

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3/02

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