

City of Bellingham

Classification Specification

CLASS TITLE	Development Specialist 2
DEPARTMENT	Planning And Community Development
UNION:	231
SG:	S-8
CS:	N
FLSA:	N
EE04CODE:	PR

NATURE OF WORK:

Manages projects and programs for the Planning and Community Development Department in areas such as community and economic development, housing and public/private and non-profit partnerships. Participates as a team leader in project conception, development and implementation.

DISTINGUISHING CHARACTERISTICS:

The Development Specialist 2 classification is distinguished from the Development Specialist 1 classification by its assignment to more complex projects and programs. The Development Specialist 2 classification may be assigned full responsibility for project design, implementation, oversight and completion with little supervisory direction. The Development Specialist 2 classification may also be given full responsibility for the direction of outside contractors and consultants.

SUPERVISORY RELATIONSHIPS:

Reports to the assigned Community Development Section Manager. Works under applicable federal, State and City regulations, policies, procedures, and guidelines. Work independently with minimal supervision.

ESSENTIAL FUNCTIONS:

1. Develops and implements a management process and strategy for each project or program. Project management includes comprehensive development of revitalization programs and small and large capital construction projects; project conceptualization and scoping; oversight of architectural and engineering design; NEPA/SEPA assessment, permitting, bidding, contracting and other development tasks such as relocation, scheduling and construction management. Program management includes defining goals and strategies, staffing citizen advisory boards, identifying funding sources, managing grant programs including the oversight of consultants and the coordination of City activities with other public or private agencies and governmental units.
2. Performs complex financial feasibility analysis for capital construction projects and revitalization feasibility studies, including preparation of operating pro-forma, developing

budgets, and identifying, obtaining and managing financing. Administers project budget and maintains accurate records of expenditures.

3. Identifies federal, State, and private grant opportunities applicable to projects or programs and develops grant applications. Targets projects to funders by developing a comprehensive strategy for each proposal and marketing the proposal. Examples of tasks include compilation of facts and information, agency networking, collaboration with potential partners, and focused technical writing.
4. Organizes and manages the work of project teams consisting of City staff, public or neighborhood agencies, property owners, and other stakeholders. Coordinates with other public agencies on intergovernmental projects. Plans and staffs public participation and outreach processes and coordinates community consensus building.

ADDITIONAL WORK PERFORMED:

1. Performs other related duties within the general scope of the classification.

KNOWLEDGE AND SKILLS:

- Excellent project management skills including organization and planning, problem analysis, decision making, adaptability, flexibility and time management.
- Ability to identify problems and issues and to perform research to develop solutions and/or find information.
- Ability to apply analytical skills, including some financial analytical expertise, to complicated economic development projects, which may involve large amounts of money.
- Ability to read, understand, interpret, convey to others and accurately implement the requirements of various federal, State and local regulations.
- Ability to provide clear explanations of procedures and regulations and to communicate with the public with confidence, tact, courtesy and patience.
- Strong written communications skills to prepare a variety of reports and business correspondence.
- Ability to effectively use computer application software including word processing, spreadsheet and database management programs to produce a variety of documents.
- Ability to handle several tasks simultaneously and to meet deadlines while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Ability to work independently in carrying out position responsibilities.
- Ability to evaluate multiple options, locate, recognize, and extract the most significant elements from large bodies of complex information and apply it to the project at hand.
- Ability to operate comfortably and effectively in an environment of hypothetical or uncertain ideas.
- Ability to develop budgets, track expenditures, and determine project feasibility.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.

WORKING ENVIRONMENT:

Work is performed primarily in an office environment. Also requires frequent attendance at meetings at various locations during the day and evening. Visits construction and project sites.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor’s degree in planning, public administration, business administration, or related field.
- Three (3) years of project planning or project management experience.
- Economic Development Finance Professional certification (or equivalent) preferred.
- Experience managing grant projects preferred.
- Any combination of experience and training that provides a candidate with the necessary knowledge, skills and abilities will be considered.

NECESSARY SPECIAL REQUIREMENT:

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

PREPARED BY: S. Price
11/91

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JOINT CLASSIFICATION COMMITTEE ADOPTION: March 21, 2006