

CITY OF SALINAS

COMMUNITY IMPROVEMENT ASSISTANT

BARGAINING UNIT/CLASS CODE:

SMEA / D28

DEFINITION

To provide paraprofessional and technical assistance in the development and implementation of community improvement activities, especially those funded through federal grants such as the HUD Community Development Block Grant (CDBG), Home Investment Partnerships (HOME) and Emergency Shelter Grant (ESG) Programs.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Planning Manager or other higher-level administrative personnel. Exercises no supervision.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Assist in the implementation of Community Improvement Program goals, objectives, policies and priorities. Advise applicants and the general public on community improvement programs and requirements, including, however, not limited to Public Services, Housing Services and First Time Homebuyers Programs. Process payments to sub-recipient agencies, clients, and vendors. Monitor City, sub-recipient, and beneficiary compliance with federal, state, and local regulations. Prepare, revise, and administer contractual agreements and loan documents. Develop and maintain grant and City-required records systems; prepare performance reports. Interpret and analyze applicable rules and regulations. Assist with the preparation of applications for community improvement activities. Make presentations to private groups and organizations, as well as to public agencies; assist with program outreach efforts. Prepare public information materials (i.e., flyers, advertisements, forms) as necessary. Prepare correspondence, reports, charts and other materials necessary to accomplish Departmental goals. Prepare travel authorization and purchase requisition forms. Promote and maintain safety in the work place. Perform other related clerical administrative duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, detailed fine writing on plans and specifications for development projects, and distinguish colors for design evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead as needed; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally include driving to job sites, training and out-of office meetings.

**CITY OF SALINAS
COMMUNITY IMPROVEMENT ASSISTANT (continued)**

QUALIFICATIONS

Knowledge of:

Federal and local regulations relating to the provision of housing and community development programs. English usage, spelling and punctuation. Principles and practices of public organizations, including office practices, recordkeeping, and budgeting. Research methods and procedures; business mathematics. Operation of personal computer with proficiency using word processing and spreadsheet programs.

Ability to:

Correctly interpret and apply governmental policy, procedures, and regulations. Prepare concise, comprehensive, and accurate written reports and correspondence. Establish and maintain effective working relationships with City staff, outside agency personnel, and the general public. Communicate clearly and concisely, orally and in writing, in a group and individual situations. Promote the mission, values and objectives of an effective public organization, particularly in the area of customer service. Effectively organize tasks, plan time, and meet deadlines. Learn municipal budgeting and accounting methods and practices.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills, and abilities required would be any combination equivalent to a high school degree and two (2) years of paraprofessional experience in local government or non-profit organization administration. Notary Public certification desired and required within six months of hire.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date: _____

ORIG: 1-97, REV: 1-02, REV: 2-07