



Submit resume by going to www.cityofwaterlooiaowa.com clicking on Career Opportunities, reviewing the position and following the directions to submit a resume. **We will not accept mailed, faxed, hand-delivered or directly mailed resumes.** Deadline to submit a resume is noon Friday June 16th.

**CIVIL SERVICE NOTICE
CITY OF WATERLOO, IOWA
OPEN EXAMINATION

INTAKE/PROJECT SPECIALIST**

DEPARTMENT	COMMUNITY PLANNING & DEVELOPMENT
SALARY	\$21.00-\$23.00 PER HOUR
FLSA	NON-EXEMPT
CIVIL SERVICE	INCLUDED
BARGAINING UNIT	NON-BARGAINING

GENERAL STATEMENT OF DUTIES

Performs complex office/clerical and project specific duties for Community Development. The work is performed under the general direction of the Community Development Director or designee, but considerable leeway is granted for the exercise of independent judgment and initiative. No supervisory responsibilities.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative only)

These functions are considered essential for successful performance in this job classification.

1. Types forms, reports and routine correspondence required as part of application process for Community Development assistance; sends variety of letters and notices to applicants requesting assistance; keeps applicant files up-to-date.
2. Performs initial data entry on applicants, updates and maintains electronic and paper applicant files including making appropriate entries into the applicant database or other databases.
3. Maintains weekly application system to keep track of due dates for documentation from applicants and keeps "One Roof" software database up-to-date.
4. Assists applicants with paperwork, explains process and answers questions.
5. Participates in training and team meetings, staff meetings, staff training and participates in development of positive team relationships.
6. Assists in answering incoming department telephone and provides information based on knowledge of department policies, regulations and procedures or directs questions to proper staff person.
7. Compiles data, prepares reports, performs data entry and completes forms on personal computer using the applicable software including Microsoft Word and Excel and One Roof; operates calculator and other office equipment.
8. Assists in collection and analysis of a variety of data related to Community Development programs.
9. Compiles data, updates files and assists with monitoring projects for regulation compliance as directed.

10. Conducts research, interprets and applies technical information related to a variety of Community Development programs and projects and relays this information to staff in a clear and understandable format.
11. Prepares and presents written and verbal reports and communications, and prepares and maintains project logs including work assignments, inspection activities and grants as requested by the Community Development Director.
12. Participates in strategy and planning related to Community Development programs and activities.
13. Works independently and with others with minimum supervision.
14. Attends work regularly at the designated place and time.
15. Performs all work duties and activities in accordance with City policies, procedures and City, OSHA and Community, Planning & Development safety rules and regulations.
16. Performs all other related duties as assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to present materials and information in good report form, complete forms and perform required record keeping.
2. Skilled in use of personal computer and knowledge of related software applications including Microsoft Word, Excel and Outlook with ability to enter and retrieve information on a computer, develop computer-generated reports and update records.
3. Ability to read, interpret and follow Federal regulations regarding government-subsidized programs.
4. Ability to work independently with minimum supervision.
5. Ability to work with frequent deadlines with attention to detail and complete tasks and documentation in a timely manner.
6. Ability to think logically in following instructions and procedures; ability to keep files and reports organized and up-to-date.
7. Ability to communicate effectively orally and in writing, present facts and findings, give directions to and respond to questions from the public, coworkers and clients tactfully and in a clear, concise and easily understandable manner.
8. Ability to maintain effective working relationships with other City employees, supervisors, clients and the public.
9. Ability to keep accurate and thorough records.
10. Ability to function with independent judgment and skills to plan, organize and implement the goals and objectives of the Community Development Department.
11. Ability to work with people from a broad variety of social, economic, racial, ethnic, cultural and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. Associate's Degree in accounting or other business related field with minimum of three years of experience as an accounting clerk or bookkeeper.
OR
Any equivalent combination of experience and training that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.
2. Skilled in use of personal computer and other office equipment with knowledge of Microsoft Word and Excel.
3. Strong written and oral communication skills.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without accommodation.

1. Sufficient speech and hearing that permits the employee to respond to questions from clients, coworkers and government agency representatives in person or on the telephone.
2. Sufficient personal mobility that permits the employee to safely move about a multi-level office and access reports, records and files and travel to needed training or work sites.
3. Sufficient vision that permits the employee to operate a personal computer, review documents, records, files, government rules, regulations and perform other administrative responsibilities.

MISCELLANEOUS

1. The City of Waterloo will conduct a background investigation including employment, education and criminal history checks on any applicant being considered for this position.
2. Following a conditional offer of employment, the City of Waterloo reserves the right to require a physical examination, including a drug test, by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position.
3. Must submit to and pass Civil Service examination procedures including an oral interview.

WORK SCHEDULE

Generally 8:00 a.m. to 5:00 p.m. Monday through Friday with a one hour unpaid lunch. Very limited overtime.

EXAMINATION INFORMATION

Qualified applicants who apply by the deadline date will be required to appear before an oral examination panel consisting of a minimum of three people who have expertise in the areas being tested. An individual must receive a minimum average score of sixty points out of one hundred to achieve a passing score on the oral examination. The top applicants, as ranked by their scores on the oral examination will be the individuals placed on the certified list. Applicants who qualify as outlined and are full time regular employees of the City of Waterloo shall have one additional point per full year of employment up to a maximum of five points added to their final score. Honorably discharged men and women from the military or naval forces of the United States who qualify per provisions of Chapter 35 of the Code of Iowa and who are citizens and residents of the United States shall have five additional points added to their final score upon submission of their DD214 or ten points added if they were awarded a Purple Heart or have a service connected disability.

ORAL EXAMINATION

Qualified candidates who apply by the deadline date will be notified of the time, place and date of the oral examination.

Intake/Project Specialist 5.2023

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A.A./E.E.O.

Minority, female & disabled individuals are encouraged to apply.