

**CITY OF WATERLOO, IOWA
PROJECT SPECIALIST**

DEPARTMENT : **COMMUNITY PLANNING & DEVELOPMENT**
SALARY :
FLSA : **NON-EXEMPT**
CIVIL SERVICE : **INCLUDED**
BARGAINING UNIT : **NON-BARGAINING**

GENERAL STATEMENT OF DUTIES

Professional and administrative position responsible for conducting research and interpreting and applying technical information related to a variety of Community Development programs and projects including but not limited to building codes, financial information and related ordinances, laws and regulations. Also provides clerical support. 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. 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.
2. Performs functions necessary to coordinate and complete required Federal government environmental assessments for Community Development projects.
3. Coordinates funding streams for but not limited to stimulus programs when applicable.
4. Meets regularly with the Community Development Director to inform him/her of program development management, activities and progress.
5. 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.

6. Responds to inquiries and maintains communications with contractors, developers and property owners regarding ongoing projects and funding streams; responds to inquiries from the public, clients and community officials regarding current Community Development projects.
7. Assists in collection and analysis of a variety of data related to Community Development programs.
8. Prepares, maintains, updates and completes required reports to regulatory agencies.
9. Participates in strategy and planning related to Community Development programs and activities.
10. Participates in agency meetings, training activities and other activities as required by supervisor.
11. Answers incoming department telephone and provides information based on knowledge of department policies, regulations and procedures or directs questions to proper staff person.
12. Compiles data, prepares reports, performs data entry and completes forms on personal

computer using the applicable software including statistical and mapping software; operates calculator and other office equipment.

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 & ABILITIES

1. Knowledge of the Environmental Review process of reviewing projects and their potential environmental impacts to determine whether they meet federal, state and local environmental standards.
2. Knowledge of organization and functions of municipal government.
3. Knowledge of quantitative research methods.
4. Knowledge of methods and techniques utilized by private and community organizations concerned with social welfare.
5. Ability to access, read, interpret and apply technical information, including local building codes, financial information and other related ordinances, laws and regulations.
6. Ability to assimilate and disseminate complex program information and finance requirements.
7. Ability to present materials and information in good report form, complete forms and perform required record keeping.
8. Skilled in use of personal computer and knowledge of related software applications

including Microsoft Word, Excel, Access, PowerPoint, Outlook and statistical and mapping software with ability to enter and retrieve information on a computer, develop computer-generated reports and update records.

9. Ability to read, interpret and follow Federal regulations regarding government-subsidized programs.
10. Ability to work independently with minimum supervision.
11. Ability to communicate effectively orally and in writing, present facts and findings, give advice and recommendations and respond to questions from the public, public officials, coworkers, clients, contractors, demolition contractors and attorneys tactfully and in a clear, concise and easily understandable manner.
12. Ability to maintain effective working relationships with other City employees, supervisors, public officials, other government agency representatives and the public.
13. Ability to keep accurate and thorough records.
14. Ability to function with independent judgment and skills to plan, organize and implement the goals and objectives of the Community Development Department.
15. Ability to work with people from a broad variety of social, economic, racial, ethnic, cultural and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. Bachelor's Degree in business, sociology, public administration or closely related field with one year experience in housing, environmental assessments and statistical analysis of housing needs.

OR

Any equivalent combination of education and experience that provides the knowledge,

skills and abilities necessary to perform the essential functions of this job classification.

2. Strong written and oral communication skills.
3. Skilled in use of Microsoft Office software and statistical and mapping software.
4. If operating a City vehicle, Iowa Driver's License and good driving record based on the City of Waterloo driver performance criteria. A candidate with any of the following will not be allowed to operate a City vehicle: loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period.

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, public officials, coworkers, contractors, demolition contractors, attorneys 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 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 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