

# Revitalization Specialist I



## General Summary of Classification:

Utilizes external data sources & field surveys to collect, enter, maintain and analyze various types of complex community data to accurately determine the needs, interests & satisfaction of various stakeholder groups, identify actionable trends, and prepare findings as the basis for programmatic recommendations, reports, informational materials, etc.; implements or assists with implementing approved recommendations; represents the County and the Department through public presentations and interactions, determining community needs, providing program outreach, & obtaining community feedback; recommends the use of grant funds and implements programs as part of community revitalization efforts assisting community members and businesses; serves as a primary liaison for collaborations with existing local neighborhoods, community groups and non-profit partners; resolves basic and routine citizen issues and complaints independently; assists with special projects; and performs other duties as assigned.

## Examples of Primary Tasks, Duties and Responsibilities (TDR):

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

This is the first level in an approved career development series. Proficiently performs all the duties of Revitalization Specialist plus:

- Reviews applications for community assistance or grant funding for completeness and accuracy, and recommends approval/denial, coordinates assigned projects, coordinates Volunteer Programs, and logistics, identifies need for changes to improve existing programs/processes and makes recommendations for necessary approvals, implements approved changes;
- Develops presentations & other materials for meetings, sponsored events, town halls, public hearings, and gives presentations;
- Identifies grant opportunities, shares grant information with other Revitalization Specialists, assists with grant application development & submissions, manages less complex awarded grants as assigned;
- Develops and maintains a sound awareness and understanding of internal and external stakeholders' goals and objectives and programmatic needs and recognizes political sensitivities and implications, evaluates programs' effectiveness in meeting stakeholders' needs, makes viable recommendations to improve programs' impact;
- May be responsible for managing multiple projects and programs, coordinating with internal and external agencies, managing budgets and schedules for assigned programs, and developing and undertaking outreach activities for assigned programs;
- Performs other duties as assigned.

## Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Requires sound working knowledge of: department-specific programs and services including Enterprise Zone Program; HUD Entitlement Programs (CDBG, HOME, ESG) and regulations; grant writing and administration; commercial and neighborhood revitalization; Chapters 10 and 24 of the County Code; sound project management skills; excellent attention to detail and documentation skills; data collection and management skills; sound critical thinking and analysis skills; understands and accurately interprets, applies, adheres to and ensures compliance with all ordinances, laws, regulations, program and funding sources guidelines and policies; maintains at least one relevant job-related certification (AICP, VaZO, HUD, etc.); or completes 18 hours of relevant technical continuing education..
- **Technical:** Sound computer skills with the ability to use computer and typical business software, GIS, proprietary software and applications, and various wireless technologies and peripherals for communications and to complete assigned tasks.
- **Interpersonal, Communication and Customer Service:** Demonstrates sound working relationships with County residents, business and community leaders, and other relevant stakeholders; sound understanding of cultural and socioeconomic diversity and its influences and impact within the County; ability to communicate and interact professionally using respect, diplomacy and tact in all verbal and written communications with diverse target audiences of relevant stakeholders; communicates complex information accurately in easy-to-understand terms to diverse array of stakeholders; excellent collaborative skills, works independently and as part of a team providing assistance to other Revitalization Specialists.
- **Decision-making and Authority:** Responds to and resolves basic and routine citizen issues and complaints independently; identifies patterns or trends of concerns, issues and problems in distressed areas, performs initial research into identified issues and concerns, makes recommendations based on data compiled and sound analysis, implements approved solutions.
- **Leadership:** Non-supervisory. Serves as a primary point of contact and County representative on assigned projects.
- **Environment:** Works in an office environment and in a wide array of indoor and outdoor locations as needed.
- **Physical:** Visual and hearing acuity sufficient to recognize engage in effective presentations and collaborations. Physical ability sufficient to perform assigned duties in a wide array of duty-related locations as needed.

## Minimum Education and Experience:

**Education:** Four (4) year degree in a relevant field, relevant master's level degree preferred;

**Experience:** Two (2) years of relevant experience with community development or related programs and activities;

**OR:** Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

## Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various locations. May be required to work a flexible schedule.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.