

# Revitalization Specialist III



## General Summary of Classification:

Prepares complex reports and analyses from data collected for program development; represents the County and the Department through public presentations, interactions, and hearings, including presentations to elected officials; undertakes problem solving among customers and community partners; manages all types of grants, including large and complex, ensuring full compliance with all funding and regulatory requirements; manages all types of grants, including large and complex, ensuring full compliance with all funding and regulatory requirements; provides administrative oversight of the use of funds/resources from complex and large grant funds and revitalization programs to maximize the impact of revitalization efforts on distressed neighborhoods and business corridors; creates and maintains complex databases; leads multiple special projects; 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 final level in an approved career development series. Proficiently performs all the duties of levels I and II plus:

- Serves as Lead Worker assisting with or responsible for training new staff, providing guidance and support to other staff; may serve as supervisor as needed; and serves as subject matter expert and an internal resource on housing, community development, and economic development issues and federal block grant program requirements to department and County staff, citizens, and other internal and external stakeholders
- Accurately defines the scope and magnitude of internal and external stakeholders' concerns, issues and problems in a timely manner and appropriate format; continues collaborative discussions with stakeholders to identify a viable and appropriate negotiated resolution; seeks consensus/buy-in appropriately; obtains the necessary approvals for resolution and implementation of approved resolution; and reviews resolutions to ensure that intended outcomes meet intended goals;
- Maintains a thorough culturally and politically astute awareness of internal and external stakeholders' needs and goals and programmatic goals; leads all types of programs, projects and presentations with internal and external stakeholders; initiates outreach to identify and build partnerships with new stakeholders; appropriately negotiates needs identified by stakeholders into programmatic and/or project design;
- Handles large, complex, controversial or sensitive surveys of relevant stakeholders from concept to completion
- Leads the implementation of approved program modifications/changes and implementation of new programs;
- Manages large scale and complex special projects from concept through implementation as assigned;
- Performs other duties as assigned.

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

- **Occupation-specific:** Demonstrates comprehensive knowledge of department-specific programs and services; Enterprise Zones Program; commercial and neighborhood revitalization; Chapters 10 and 24 of the County Code; excellent project management skills, attention to detail, documentation, data collection and management, critical thinking and analysis; accurately interprets, applies, adheres to and ensures compliance with all ordinances, laws, regulations, program and funding sources guidelines and policies; maintains at least three relevant job-related certifications (AICP, VaZO, HUD, etc.) or completes 72 additional hours of relevant technical continuing education; consistently culturally and politically astute.
- **Technical:** Advanced computer and data management skills; advanced technical skills and proficiencies with applicable databases, software, or other grant and program relevant applications; trains and assists other Specialists to efficiently use department, program, project and other job-specific databases and systems for their assigned duties and special projects.
- **Interpersonal, Communication and Customer Service:** Maintains excellent working relationships with all relevant internal and external stakeholders; sound understanding of the County's socioeconomic demographics; communicates and interacts professionally using respect, diplomacy, and tact in all communications and interactions with target audiences and relevant stakeholders; consistently communicates complex information accurately in easy-to-understand terms to all stakeholders; excellent collaborative skills, works independently and as part of a team, provides guidance and assistance as needed.
- **Decision-making and Authority:** Appropriately handles all types, scale and scope of internal and external stakeholder concerns, issues and problems, including complex, unusual and politically sensitive; serves as subject matter expert.
- **Leadership:** Non-supervisory. Lead Worker. Serves as a primary point of contact and County representative.
- **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:** Six(6) years of relevant experience with complex revitalization grants and programs;

**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.