



Anoka County  
 Department of Human Resources  
 Invites Applications for the Position of:

**COMMUNITY DEVELOPMENT PROGRAM SPECIALIST**

*An Affirmative Action/Equal Opportunity Employer*

**SALARY**

\$22.82 - \$23.50 Hourly

**OPENING DATE:** 12/03/15

**CLOSING DATE:** 12/13/15

**THE POSITION**

Include responses to Supplemental Questions with the application no later than 4:30 p.m. on the closing date of the position. Resumes not accepted.

The Community Development Program Specialist is responsible for the management of the HOME Investment Partnerships Program (HOME), and the Public Service Activities funded by the Community Development Block Grant (CDBG) Program. In addition, the Community Development Program Specialist is responsible for the management of the Anoka County Rehabilitation Loan Program.

**EXAMPLES OF ESSENTIAL DUTIES (ILLUSTRATIVE ONLY)**

- \*Administer the HOME Investment Partnerships Program (HOME);
- \*Community Development Block Grant (CDBG) Administration (Public Service Activities);
- \*Other Administrative responsibilities include: Research applicable HUD regulations, coordinate the Five-Year Consolidated Plan, act as the Labor Standards Officer and Uniform Relocation Specialist as required by a project, etc.
- \*Administer the Anoka County and State Rehabilitation Loan Program.
- \*Act as the Anoka County Community Development Website Author.

**REQUIREMENTS**

Bachelor's Degree in Housing, Public Policy, Public Administration, Urban Affairs, or other related field; or one year experience in Community Development or Housing Programs.

**Knowledge of and ability:** To interpret and apply government regulations & laws governing the HOME, CDBG, and Rehabilitation Loan Program.

**Knowledge and understanding of:** Processes involving grants and loans.

**Ability to:** Operate personal computer and have experience with Microsoft Office products.

**Ability to:** Communicate effectively in written and oral form.

**Ability to:** Work independently and exercise sound judgment.

**Ability to:** Work with city, county, state, and federal personnel.

**Ability to:** Conduct needs assessments, collect data, analyze and evaluate data, and from conclusions and recommendations.

**Ability to:** Organize and maintain substantial amounts of information.

Anoka County complies with the Americans with Disabilities Act. (TDD-for hearing impaired 763-323-5544). If you need an accommodation because of a disability, or have further questions regarding the application process, please call Employee Relations at 763-323-5525.

**GRADE LEVEL**

**Grade 12**

Hiring Range: \$22.82 - \$23.50

2015 Salary Range: \$22.82 - \$33.17

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.anokacounty.us>

OR

Government Center, 2100 3rd Avenue

Anoka, MN 55303

763/323-5525

EXAM #15248

COMMUNITY DEVELOPMENT PROGRAM SPECIALIST

PK

**COMMUNITY DEVELOPMENT PROGRAM SPECIALIST Supplemental Questionnaire**

- \* 1. Describe your experience working with State or Federal programs.
- \* 2. Describe your experience working with local units of government including cities, counties and/or Housing and Redevelopment Authorities.
- \* 3. Describe your personal knowledge of the following programs: a. Community Development Block Grant Program b. HOME Investment Partnership Program
- \* 4. Describe your experience working with loan and/or grant programs.
- \* 5. Describe your experience with grant writing.

6. How did you first learn about this job?

- Anoka County Web Site
- Anoka County E-Card
- Anoka County Employee
- Anoka County Human Resources posting
- Anoka County Job Line
- Anoka County Job Training Center
- Governmentjobs.com
- Star Tribune
- Craigslist.com
- Positively MN
- Other

\* Required Question