



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITIES**

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**#T2528 COMMUNITY DEVELOPMENT SPECIALIST I
MONTHLY SALARY: \$3719 to \$4520**

**#T2529 COMMUNITY DEVELOPMENT SPECIALIST II
MONTHLY SALARY: \$4520 to \$5463**

**#T2530 COMMUNITY DEVELOPMENT SPECIALIST III
MONTHLY SALARY: \$5206 to \$6294**

**#T2531 COMMUNITY DEVELOPMENT SPECIALIST IV
MONTHLY SALARY: \$5583 to \$6764**

APPLICATION FILING PERIOD: FIRST DATE: May 1, 2009

LAST DATE: Open

This announcement serves to establish/maintain an eligible list for current/future vacancies that occur in the classification(s) specified above. **PLEASE APPLY PROMPTLY.** Although the last date to apply is currently "OPEN", **the application filing period may be closed with five days notice.**

THE POSITIONS: The City of San Diego is seeking qualified candidates for positions within the Community Development Specialist series. Under direction, employees are assigned to perform increasingly complex and responsible duties providing professional support and coordination of community development programs, activities and services in the following specialized areas: Economic Development; Redevelopment; Real Estate Management and Development; and/or Housing and Neighborhood Services.

CURRENT VACANCY: The current vacancy exists in the **Redevelopment Division** and is described below. **NOTE:** Since additional vacancies may occur in the future, the eligible list established from this recruitment MAY be used to fill positions in any of the community development program areas listed above.

***Redevelopment:** There is currently one **Community Development Specialist IV** vacancy in the City Planning and Community Investment Department, Redevelopment Division. This position will have the working title "**Redevelopment Project Manager**" and will manage the implementation of a redevelopment project area. In addition to supervisory oversight of employees in lower level positions, Community Development Specialists negotiate, implement, and manage major in-fill development projects that may include real estate development, economic development, infrastructure/public facilities financing, and community revitalization components; manage various projects including commercial development, residential/affordable housing, and infrastructure improvements; work in land development functions including land use planning and zoning; conduct various project feasibility analyses; project area budget development and management; manage a Project Area Committee; coordinate project activities with the community, the private sector, other governmental entities, and elected officials; prepare and present reports to the Redevelopment Agency, City Council, Planning Commission and other relevant bodies; and perform related duties as assigned.

REQUIREMENTS: For these positions, you must meet the requirement(s) listed below on the date you apply, unless otherwise indicated.

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EDUCATION: Proof of education (degree/transcripts) must be submitted to the Personnel Department.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed college units = 120 semester/180 quarter).

-AND-

Qualifying professional-level community development experience must include performing the full range of duties as follows:

EXPERIENCE:

Community Development Specialist I: One year of full-time professional-level experience as described below.

Community Development Specialist II: Two years of full-time professional-level experience as described below.

Community Development Specialist III: Three years of full-time professional-level experience as described below.

Community Development Specialist IV: Four years of full-time professional-level experience as described below.

The ideal candidate for the CURRENT VACANCY IN THE REDEVELOPMENT DIVISION will have experience in at least one of the following areas: Redevelopment; Infrastructure/Public Facilities Financing; and/or Real Estate Development Finance or Project Management. The following qualifications are highly desired: working knowledge of California Community Redevelopment Law and redevelopment requirements and procedures; public agency experience developing long-term financing strategies for infrastructure/public facilities; experience performing real estate transactions; knowledge and experience in real estate/redevelopment finance; and experience in real estate/land planning project management.

The ideal candidate for ECONOMIC DEVELOPMENT positions will have experience in at least one of the following areas: Economic Development Program Management/Implementation; Job Development; and/or State and/or Federal Tax Credit and Incentive Programs. The following qualifications are highly desired: general knowledge of advertising and marketing practices; experience performing real estate transactions specific to business attraction, expansion, and retention efforts; comprehensive knowledge of job development programs; and experience implementing and marketing local, state and federal economic development and/or business assistance programs.

The ideal candidate for OTHER COMMUNITY DEVELOPMENT SPECIALIST positions will have experience in at least one of the following areas: Administrative/Budgetary Analysis; Business Expansion and Retention Programs; Business Finance/Management; Community Development Projects; Community Service Programs; Environmental Policy/Science Management; Finance/Accounting; Government-Assisted Housing Programs; Grant Administration; Lending/Community Investment Programs; Neighborhood Revitalization; Nonprofit Contract Administration; and/or Small Business Assistance.

EDUCATION/EXPERIENCE NOTES:

1. Additional qualifying **professional** experience may be substituted for education lacked on a year-for-year basis (one year of experience= 30 semester/45 quarter units).
2. For **Community Development Specialist I ONLY** sub-professional administrative, budgetary, and/or personnel experience may be substituted for a maximum of two years of education lacked.
3. For **Community Development Specialist II, III, and IV** a Master's Degree in Public or Business Administration, Finance, Economics, Planning, Management, or a closely related field may be substituted for a maximum of one year of qualifying professional experience.

LICENSE: A valid California Class C Driver's License **may be required at the time of hire.**

HOW TO APPLY: You must complete a **STANDARD EMPLOYMENT APPLICATION** for the position(s) by responding to **all** questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application **or** an online application via the internet. Only **one** application should be submitted, regardless of the number of positions for which you are applying. Please read the following instructions for each method of submission.

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HARD COPY (Paper Submission)

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

ONLINE (Internet Submission)

1. Do **NOT** complete/submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person **or** FAX/MAIL them to the Personnel Department with the cover sheet provided during your online session. Follow the instructions on the cover sheet.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the requirements for each position will be placed on the respective eligible list(s). Approved applications will be made available to the hiring departments(s) for review.

ELIGIBLE LIST: Separate eligible lists will be established for **Community Development Specialist I, II, III, and IV**. Candidates who are successful in the above screening process will be placed on the respective **one category** eligible list(s) which will be used to fill vacancies during the next **one year**. For each vacancy, only those candidates on the corresponding eligible list with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

SUPPLEMENTAL QUESTIONS – In Section 4 of the **Standard Employment Application**, you **MUST respond to the following numbered questions or your application will be rejected**. Provide DETAILED information since your responses will be used to determine your qualifications for the specific vacancies. If you do not have any education, training, or experience in a requested area, please write “None” for that particular question.

Your answers to the following questions will be evaluated to determine your qualifications for positions in the various Community Development Specialist levels (I, II, III, IV) and areas (Redevelopment, Economic Development, Other Community Development).

1. **List the exam number and the title of the position(s) listed below for which you are applying.** Your application will only be evaluated for the positions you specify. Do NOT complete separate applications for each position; **submit only one application.**
#T2528 Community Development Specialist I
#T2529 Community Development Specialist II
#T2530 Community Development Specialist III
#T2531 Community Development Specialist IV
2. **Specify for which specialized area of community development you wish to be considered. (Redevelopment, Economic Development or other community development)**
3. **Specify which college degree(s) you have and in what major(s); and the total number of units you have completed.** Proof of education (degree/transcripts) must be submitted to the Personnel Department.

4. **For Community Development Specialist I ONLY, indicate if you are substituting sub-professional administrative, budgetary, and/or personnel experience for a maximum of two years of education lacked.**
Describe your duties, level of responsibility, and specify the total number of years/months of full-time experience.
5. **Redevelopment.** For each area below specify the employer(s), the total number of years/months of full-time professional experience you have, and indicate the major duties/functions you performed.
- Describe your Redevelopment experience.
 - Describe your Public Agency Infrastructure or Public Facilities Financing experience.
 - Describe your Real Estate Development/Finance/Project Management experience.
 - Describe your working knowledge of California Community Redevelopment Law and redevelopment requirements and procedures.
 - Describe your experience performing real estate transactions and knowledge of redevelopment/real estate finance.
 - Describe your experience developing, implementing and marketing redevelopment programs and activities (public and private).
 - Describe your experience in real estate/land planning project management.
 - Indicate if you have multi-lingual skills. Please specify language and fluency.
6. **Economic Development.** For each area below specify the employer(s), the total number of years/months of full-time professional experience you have, and indicate the major duties/functions you performed.
- Describe your Economic Development Program Management experience.
 - Describe your Job Development experience.
 - Describe your experience with State and/or Federal Tax Credit and Incentive Programs
 - Describe your knowledge of advertising and marketing practices.
 - Describe your experience performing real estate transactions.
 - Describe your experience developing, implementing and marketing economic development and/or business programs.
7. **Other Related Community Development.** For each area below specify the employer(s), the total number of years/months of full-time professional experience you have, and indicate the major duties/functions you performed.
- Administrative/Budgetary Analysis
 - Business Expansion and Retention Programs
 - Business Finance/Management
 - Community Development Projects
 - Community Service Programs
 - Environmental Policy/Science Management
 - Finance/Accounting
 - Government-Assisted Housing Programs
 - Grant Administration
 - Lending/Community Investment Programs
 - Neighborhood Revitalization
 - Nonprofit Contract Administration
 - Public Presentations
 - Small Business Assistance

DCM/September 24, 2004/*Rev. 11 (05-04-09)/Classes: 1351; 1352; 1353; 1354

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "EXCELLENCE IN PERSONNEL SERVICES"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER