

Wayne County Department of Economic and Neighborhood Development Division of
Community Development

For more information please go to Wayne County's website at www.waynecounty.com

On the "Departments" pull down menu, click on "Personnel/HR"

Job Title: COMMUNITY DEVELOPMENT SPECIALIST

Annual Pay Rate: \$32,919

About the Job: In the Department of Economic and Neighborhood Development Division of Community Development, the Community Development Specialist will be responsible for the technical review of various Department of Housing and Urban Development (HUD) regulatory requirements for the Community Development Block Grant (CDBG) program as well as providing support to the administration of the Department and Division. This employee will provide compliance and monitoring review services to all Wayne County CDBG communities and grantees for federal contract compliance requirements, including Davis-Bacon, Equal Opportunity and Section 3. This employee will perform compliance review and services to all Wayne County CDBG communities and grantees for federal environmental review requirements including review through the various applicable oversight agencies. In addition, this employee will provide technical training and instruction to all Wayne County CDBG communities and grantees to ensure compliance with federal contract and environmental review requirements and will assist the Division management in the preparation of financial and program reporting requirements for the County and federal governments; and other related duties as assigned.

Qualifications: A Bachelor's Degree in Political Science, Planning, Business Administration, Public Administration or a related degree; AND At least two (2) years full-time paid experience with the federal Community Development Block Grant (CDBG) program and/or the federal HOME Investment Partnerships Program (HOME).

Experience must include:

performing CDBG and/or HOME program administrative activities including but not limited to carrying out HUD-compliant environmental reviews and overseeing contracts or sub-recipient agreements funded by the corresponding grant programs at the local, state or federal level.