



## CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

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**TITLE:**                   **COMMUNITY DEVELOPMENT TECHNICIAN I-IV**

**DEFINITION:**       Under general supervision, provides technical and/or paraprofessional support for the delivery of grant-funded programs, activities, and services in the Workforce Development Bureau or the Family Self-Sufficiency Unit of the Housing Authority.

**DISTINGUISHING CHARACTERISTICS:**

Grade Level I	Performs the routine technical duties of the classification.
Grade Level II	Performs the complex technical duties of the classification.
Grade Level III	Performs the more complex technical and/or paraprofessional duties of the classification and may act in a lead capacity.
Grade Level IV	Performs the most complex and difficult paraprofessional duties of the classification and may act in a lead capacity.

**EXAMPLES OF DUTIES:**

- Provides case management services to Family Self-Sufficiency (FSS) or Youth Opportunity Center participants;
- Determines appropriate supportive services and coordinates with proper internal and/or community resources;
- Determines and/or verifies intake or eligibility for participants under all applicable local, state and federal guidelines;
- ProvideS comprehensive assistance to customers accessing resources and labor market information;
- Monitors and facilitates participant's involvement and progress in school based activities, services, and programs;
- Performs data entry and preparation of reports in an automated management information system (MIS);
- ActS as liaison with business, education and religious communities.
- Performs marketing and public relations;
- Prepares and presents written correspondence and/or oral presentations to staff, agencies and employers;
- Plans, schedules, and/or coordinates meetings, conferences and workshops.
- Conducts, maintains and/or distributes labor market research;
- Prepares, maintains and disseminates spreadsheets, client files and/or program reports;
- Assists in the preparation of federal, state and local grant reports;

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CLASSIFICATION SPECIFICATION**

COMMUNITY DEVELOPMENT TECHNICIAN I-IV (continued)

- Provides other technical and/or paraprofessional support for the development, implementation and administration of a variety of programs, projects or activities;
- Performs other related duties as assigned.

**MINIMUM REQUIREMENTS:**

High School diploma or equivalent and two years experience providing technical support for the delivery of programs, activities, and services. College education in a related field may be substituted for the required experience on a year-for-year basis;

Ability to communicate effectively both orally and in writing;

Possession of a valid motor vehicle operator's license may be required for some positions.

**HISTORY:**

Established: 09/11/2002  
Revised: 08/29/2003  
Approved/Adopted: 08/29/2003 – Human Resources  
09/24/2003 – Civil Service