

THE CITY OF KNOXVILLE
CIVIL SERVICE
JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web:www.knoxvilletn.gov

2193

Community Development
Project Specialist Senior

5/14/2019

(Entry-Level and Promotional)

Drug testing may be required

ENTRY-LEVEL SALARY: \$ 43,477 annually

PAY GRADE RANGE: \$43,477 -\$ 64,867 annually (Pay Grade 7)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to <http://www.knoxvilletn.gov/jobs>. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents **MUST** be submitted online by **4:30 p.m. on: Friday, May 24, 2019.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- College transcripts (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email mbfoster@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Requires graduation from a CHEA accredited four year college or university with a bachelor's degree in architecture, construction management, urban planning, or related.
- Three years of progressive responsibility in an office environment to obtain the required knowledge, skills and abilities.
OR
- A graduate degree from a CHEA accredited University in architecture, construction management, urban planning or related OR a job relevant license or certification.

PREFERRED QUALIFICATIONS

Prefer experience in construction project management, and working with neighborhood and other community and non-profit organizations.

EXAMINATION

Training and Experience Questionnaire (100% of final score)

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

POSITION DESCRIPTION
City of Knoxville

Class Title: Community Development Project Specialist, Senior	Working Title: same	PCN:
	Incumbent: vacant	Created: 12/10/2007 Updated: 5/14/2019

GENERAL DESCRIPTION

Under general direction, responsible for overseeing complex projects that may involve the following activities: public improvements, public services, housing, commercial and neighborhood revitalization, or economic development. This includes ensuring that projects are in compliance with local, state, and federal regulations.

ESSENTIAL FUNCTIONS

- Meets with general public, as well as community organizations, to identify needs and priorities; works to develop and implement plans.
- Develops and recommends detailed plans, policies, procedures, and standards for complex public improvement, housing, commercial and neighborhood revitalization, economic development projects, and other activities.
- Implements and administers development programs.
- Ensures all activities are carried out in compliance with local, state, and federal regulations.
- Develops implementation schedules for projects.
- Works as a member of a team on various projects; may act as a coordinator overseeing progress, quality of work, etc.
- Performs related work as required.

MARGINAL FUNCTIONS

None indicated.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of finance, management, construction, and real estate principles and practices.
- Knowledge of economic, public policy, and administrative principles and practices.
- Knowledge of research methodology principles and practices.
- Knowledge of math and business statistics.
- Knowledge of business English.
- Skill in oral and written communication.
- Skill in public speaking and presentations.
- Skill in handling complaints and dealing with problems.
- Ability to perform various statistical calculations and interpret such data.
- Ability to research, organize, analyze complicated data and information.
- Ability to make sound judgments with little or no guidance.
- Ability to provide effective leadership and coordination in program design and administration.
- Ability to monitor and detect problems within a budget.
- Ability to read and interpret construction drawings.
- Ability to interpret and explain laws, regulations, etc., and apply them to specific situations.
- Ability to enforce codes, regulations, and policies firmly, tactfully, and impartially.

PHYSICAL REQUIREMENTS

This position consists of primarily light work, requiring the incumbent to exert up to 20 pounds of force occasionally, or 10 pounds (or less) or force frequently, in order to lift/carry, push/pull or otherwise move objects. The job usually requires walking or standing to a significant degree. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS

Uses logic to define problems, collect information, establish facts, draw valid conclusions, devise and implement policies and regulations, and to manage and coordinate multiple projects. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM REQUIREMENTS

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