



Senior Community Development Specialist I

Recruitment #PBT-9774-056920

Department:	Mayor
Analyst:	Karen Henderson
Date Opened:	10/7/2010 8:00:00 AM
Filing Deadline:	10/28/2010 11:59:00 PM
Salary:	\$31.66 - \$38.50/hour; \$5,488.00 - \$6,673.00/month; \$65,858.00 - \$80,080.00/year
Job Type:	Permanent PBT
Employment Type:	Full-Time

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INTRODUCTION

9774 SENIOR COMMUNITY DEVELOPMENT SPECIALIST I MAYOR'S OFFICE OF HOUSING

This is a Position-Based Test conducted in accordance with Civil Service Rule 111A. The current position(s) are located at the Mayor's Office of Housing. The eligible list resulting from this examination may be utilized for future positions in this class in other City departments.

Position Description:

Under general supervision, the Senior Community Development Specialist at the Mayor's Office of Housing performs a variety of activities related to the funding of various local projects and programs in community development, housing and/or housing development. The essential functions include: being a key member of the Community Building team that oversees the distribution of HUD Community Development Block Grant funds to community based organizations that provide a variety of social services to low-and-moderate income residents of San Francisco. The ideal candidate will broker strategic resources using an in-depth knowledge of neighborhood and community needs; coordinate knowledge, activities, and City interactions on behalf of low-income individuals and neighborhoods; and work with grantees to maximize the timely, effective and efficient provision of social services. This work aims to strengthen the social, physical and economic infrastructure of San Francisco's low-income neighborhoods and communities in need.

Under the general supervision of the Community Building Manager, the incumbent performs a variety of activities related to the funding of various local projects and programs by the Mayor's Office of Community Development; may participate in significant program planning, development, project implementation and evaluation; reviews project plans and programs to assure compliance with federal and state laws and regulations and local policies; conducts project analyses, makes recommendations on operational corrections to comply with contractual requirements and federal regulations; develops methods of evaluating effectiveness of grant funded projects; prepares reports and records. The Senior Community Development Specialist at the Mayor's Office of Housing also performs related duties as required. The annual salary range is \$65,858 to \$80,080.

MINIMUM QUALIFICATIONS

1. Possession of a baccalaureate degree from an accredited college or university **AND** three (3) years of administrative/professional experience in community development, housing

- and/or housing development, finance, education, social work, children/youth work, or criminal justice; **OR**
2. Possession of a baccalaureate degree from an accredited college or university with major coursework in public or business administration, urban planning, government, social work, education, finance, criminal justice, or related field **AND** two (2) years of administrative/professional experience in community development, housing and/or housing development, finance, education, social work, children/youth work, criminal justice or elections related work; **OR**
 3. Possession of a Master's degree from an accredited college or university in public policy, planning, social work, public administration, finance, education, criminal justice, or business administration **AND** one (1) year of administrative/professional experience in community development, housing and/or housing development, finance, education, social work, children/youth work, or criminal justice; **OR**
 4. Possession of a Juris Doctor degree from an accredited college or university **AND** one (1) year of administrative/professional experience in community development, housing and/or housing development, finance, education, social work, children/youth work, or criminal justice.

Substitution:

Verifiable administrative/professional experience involving community development, housing and/or housing development, finance, education, social work, children/youth work, criminal justice, and/or elections may substitute for the educational requirement in Minimum Qualification #1 on a year-for-year basis.

Desirable Qualifications:

- Knowledge of San Francisco's neighborhoods and social services infrastructure.
- Experience working in a government and/or non-profit setting interacting with the development and implementation of programs that serve low-income communities.
- Experience offering technical assistance to non-profit organizations.
- Experience in developing strategic neighborhood planning processes that effectively incorporate community input.
- Experience in speaking effectively before individuals and groups in both government, non-profit and community settings.
- Experience in facilitating effective collaboratives between non-profit institutions.
- Experience in developing public-private partnerships.
- Experience in program evaluation.
- Proficiency in operating computers using Windows-based programs, including word processing, spreadsheet and database software in a standard indoor office environment.

HOW TO APPLY

Applications for City and County of San Francisco jobs are being accepted through an online process. Visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process. When applying for this position you are required to include a cover letter and resume.

- Select the desired job announcement
- Select "Apply" and read and acknowledge the information
- Select either "I am a New User" if you have not previously registered, or "I have Registered Previously"
- Follow instructions on the screen

Computer kiosks are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

If you have any questions regarding this recruitment or application process, please contact the

exam analyst, Karen Henderson – 415-701-5557.

SELECTION PROCEDURES

Screening Committee (Weight: Qualifying)

In the event of a large number of qualified applicants, a committee of experts may evaluate the qualifications as described on the application materials of each candidate who has met the minimum qualifications for the position. Additional information may be requested at the time to assist in the screening process. Only the candidates who are most qualified and whose backgrounds best match the position will continue in the selection process. Applicants meeting the minimum qualifications are not guaranteed advancement in the selection process, and the decisions of the screening committee are final.

Training and Experience Evaluation (Weight : 100%)

The information provided by candidates in the job application, required verification and applicable documentation will be evaluated in terms of duration and relevance to class 9774 Senior Community Development Specialist I – Mayor's Office of Housing job-related knowledge, skills and abilities. All relevant experience, education and training must be on the application in order to be reviewed in the rating process. Candidates will be placed on the eligible list in rank order according to their final scores.

Candidate scores on this examination may also be applied to other announcements involving other job titles, when directed by the Human Resources Director. In addition, the department may use additional selection procedures to make a final hiring decision.

Seniority Credit in Promotional Exams: http://www.sfgov.org/index.aspx?page=20#eligiblelists
Verification: http://www.sfdhr.org/index.aspx?page=20#verification
Certification: The certification rule for the eligible list resulting from this examination will be Rule of Three (3) Scores. The hiring department may conduct additional selection processes to make final hiring decisions.
Eligible List Use: http://www.sfdhr.org/index.aspx?page=20#eligiblelists The duration of the eligible list resulting from this examination will be six (6) months. The list may be extended with the approval of the Human Resources Director.
Notes: Make sure your application and any attachments to the application submitted at the time of filing are complete and accurate and include details on all experience, education, training and other information that qualifies you for this recruitment. Failure to submit a complete and accurate application at the time of filing may result in your ineligibility for this recruitment or inability to receive full credit for scoring purposes. Any new information concerning work experience, education, training and other information that is submitted after the filing deadline may not be used for scoring or considered to determine whether you meet the minimum qualifications.
Position Based Testing: http://www.sfdhr.org/index.aspx?page=20#positionbasedtesting
Reasonable Accommodation Request: http://www.sfdhr.org/index.aspx?page=20#reasonableaccommodation
Veteran's Preference: http://www.sfdhr.org/index.aspx?page=20#veteranspreference
General Information concerning City and County of San Francisco Employment Policies and Procedures: http://www.sfdhr.org/index.aspx?page=20
Terms of Announcement: http://www.sfdhr.org/index.aspx?page=20#announcementsdefinitions
Copies of Application Documents: http://www.sfdhr.org/index.aspx?page=20#copies
Right to Work: http://www.sfdhr.org/index.aspx?page=20#identification

ISSUED:
ANNOUNCEMENT NO: **PBT-9774-**
DEPARTMENT OF HUMAN
RESOURCES
TELEPHONE: (415) 551-8930 (AMB)

COMBINED PROMOTIVE
AND
ENTRANCE
MAYOR'S OFFICE OF
HOUSING
KH/(415) 701-5557

MICKI CALLAHAN
HUMAN RESOURCES DIRECTOR
DEPARTMENT OF HUMAN
RESOURCES
PBT-9774-056920

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, typically a 7.5% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

Click on a link below to apply for this position:

[Fill out the
Application NOW
using the Internet.](#)



We encourage you to submit your application on-line as this is the preferred application method. If you experience difficulties, please contact the exam analyst at the phone number listed on the above announcement.

Contact us via
conventional means.

You may contact us by phone at (415) 557-4800, or apply for a job in person at the Department of Human Resources.

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