



CITY OF ALBANY  
POSITION DESCRIPTION

**COMMUNITY DEVELOPMENT ASSISTANT**

**Description:**

Performs a variety of professional and technical functions in the development, administration, and enforcement of the City's current and strategic plans, Climate Action Plan, Active Transportation Plan, environmental management, economic development, and other related community development projects/programs. Conducts routine to more complex studies and analyses of assigned technical planning and environmental management projects/programs. Administers and monitors assigned grants and related projects. Provides staff support to the City's Sustainability Committee and Traffic & Safety Commission. Participates as a responsible, proactive, and positive employee of the City.

**Distinguishing Characteristics:**

This job classification is the entry level in the City's professional Planner series, and this position is responsible for ongoing implementation of environmental resources projects/programs/plans, including but not limited to the City's Climate Action Plan and assistance with implementing components of the City's Active Transportation Plan. This position includes administration of components of the City's Clean Water Program mandated by the Regional Water Quality Control Board, and oversight of the City's Franchise Agreement with Waste Management of Alameda County including implementation of programs to increase waste diversion within the City. This position includes a focus on community engagement and education, with a priority on the local schools via the Safe Routes to School Program and environmental education programs. And, this position represents the City in frequent contacts with the local business community and with prospective businesses, and helps to build the City's economic development program. Incumbents may assist or cross-train in other functional areas as assigned. This position requires excellent communication and organizational skills, the ability to produce quality work within established timelines, and a positive customer service orientation.

**Supervision Received:**

Employees in this job classification receive direct supervision from Management Staff within a framework of established policies, procedures, and operational processes.

**Essential and Important Duties:**

- Conducts technical and specialized research/analyses, and prepares draft staff reports, special studies, resolutions, and ordinances for review; makes presentations to various City boards, commissions, committees, and community groups as assigned; may provide staff support to City boards, commissions, and/or committees.
- Develops short-range plans and prepares recommendations; gathers, interprets, and analyzes appropriate data for assigned studies/projects.
- Answers inquiries and complaints from citizens at the counter, on the telephone, and in the field regarding compliance and enforcement issues; tracks and follows through to ensure questions are answered and issues addressed.
- Researches potential grants/funding available; writes grant proposals; monitors and administers grant activities and expenditures to ensure compliance with stated requirements and guidelines.
- Acts as a resource to, and coordinates departmental activities with, other City departments and/or outside agencies as required; provides technical and specialized assistance to other City staff and departments.
- Provides support and outreach to the business community on City environmental, transportation, and economic development initiatives.
- Participates in the administration and enforcement of the City's environmental resource management and protection programs such as the recycling/solid waste program, clean water program, Safe Routes to School Program, and Climate Action Plan implementation.

- Develops and implements recycling and composting outreach programs with an emphasis on schools, commercial business, and multi-family residences.
- Develops and implements Safe Routes to School programs and improvements, and works with schools and teachers to promote these programs.
- Focuses on recruitment and retention of Albany businesses, particularly in the Solano Avenue and San Pablo Avenue corridors, which are primarily small and medium sized businesses.
- Assists in developing and implementing City goals and strategies for the City's redevelopment zone.
- Develops plans and strategies to improve the City's overall revenue growth and promote a well-balanced and sustainable local economy.
- Serves as the City's primary contact on efforts to promote the City and to recruit new business and quality projects that benefit the community.
- Works closely with other City staff and with the City's Sustainability Committee to attract green businesses to the City and to assist businesses in "going green."
- Minimize the use of scarce natural resources, minimize toxic materials, minimize carbon emissions, and promote healthy behaviors and activities.
- Performs related duties as assigned.

### **Knowledge, Skills and Abilities:**

Knowledge of:

- Environmental planning and transportation planning.
- Principles, issues, processes, and practices of economic development.
- Basic federal and state laws, regulations, and guidelines related to environmental resource management, transportation policy, economic development, and community development.
- Public administration policies and procedures; structure and organization of public sector agencies.
- Principles and practices of marketing research, demographic methods, public relations, and customer service.
- Program outreach, particularly to small businesses and residential property owners.
- School dynamics including the K-12 classroom setting, instruction, and engagement.

Ability and Skill to:

- Learn and understand ordinances related to planning and environmental resource management, sustainable development ordinances, and zoning/land use regulations and guidelines.
- Learn the City's organization and operations, and departmental policies, procedures, and processes.
- Develop innovative environmental and transportation policies and programs.
- Analyze data pertaining to economic development planning, and prepare appropriate strategies.
- Identify problems/issues, collect relevant data, analyze options according to established criteria, and recommend, with justifications, an appropriate course of action.
- Interpret, analyze, and administer contracts and grants according to designated guidelines and regulations. Write and administer grant applications.
- Establish and maintain designated documentation and records in an accurate and timely manner.
- Schedule, coordinate, and prioritize the work of self and others for successful job performance.
- Successfully communicate and interact with individuals and groups at all organizational and social levels, and make public presentations.

- Operate a personal computer and software programs to include word processing, spreadsheets, and specialized databases at a level sufficient for successful job performance. Ability to use presentation software is desirable.
- Write clear concise reports and correspondence.
- Communicate clearly, concisely, and tactfully in both oral and written forms.
- Maintain respect for, and patience with, the local government decision-making process.
- Establish and maintain effective working relationships with City staff, appointed and elected officials, other public agency representatives, business community organizations, local merchants, and property owners.

**Education and Training Guidelines:**

Any combination of education, training and experience that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Education: A Bachelor's Degree from an accredited college or university with major coursework in urban or environmental planning, environmental studies/sciences, transportation, planning, architecture, landscape architecture, natural resources, economic development, or a closely related field.
- Experience: At least one year of technical working experience in urban planning or environmental resource management.

**Special Requirements:**

Incumbents will independently travel within and outside of City limits to fulfill assigned duties and responsibilities. Must possess a valid California Driver's License. Incumbents will attend night meetings.