



CLASS SPECIFICATION

Class Title: Community Development Specialist
Department: Community & Economic Development
FLSA: Non-exempt

Class Code: 7785
Grade: 17
Eff. Date: 06/04/1993
Revised: 09/01/2005

GENERAL PURPOSE

Under general supervision of the Community Development Director and Assistant Director, performs professional and technical work in tourism.

EXAMPLE OF DUTIES

Researches and writes plans and reports on a variety of topics related to tourism.

Provides technical information and assistance to various boards and commissions; prepares written reports and oral presentations.

Assists in planning and conducts marketing and promotional activities for economic development and tourism.

Attends professional organization meetings to promote business and tourism development in Davis County.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in urban planning, landscape architecture, geography, or a closely related field, plus two (2) years of full-time work experience in civic planning, community or economic development, or closely related field; or an acceptable combination of education and experience.

2. Special Qualifications:

Educational emphasis and/or work experience in civic planning/development.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills, and Abilities:

Knowledge of: the principles and practices of City/County government, urban planning, community development, zoning ordinances, and public economic development.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: compile data and prepare written/oral reports; make professional oral presentations to large and small groups; work efficiently with minimal supervision; operate all applicable computer hardware and software applications; perform math computations; perform duties that require climbing, reaching, stooping, bending, and lifting; travel within and outside of the state; push/pull, shove and otherwise move objects weighing up to 50 lbs.; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, other employees/departments, other agencies, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***