

Marion County Board of County Commissioners

POSITION DESCRIPTION



To be successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

COMMUNITY DEVELOPMENT AMBASSADOR

Department: Community Services
Pay Grade: 115
FLSA Status: Exempt
Job Class: 1307
Risk Code: 8810

JOB SUMMARY

This is a professional customer services position who will promote and champion Affordable Housing, assist Housing Developers through the County's development review process, and promote redevelopment projects in strategic areas within the County to include Community Redevelopment Areas. This position will report to the Community Services Assistant Director.

ESSENTIAL JOB FUNCTIONS

Promotes and Implements the County's Core Values of Humbleness, Integrity, Commitment, Accountability, Respect, Discipline.

- Provides direct assistance to the Community Services Assistant Director and represents the County at public and staff functions and meetings as required.
- Provides and promotes exemplary customer service, positive attitude and a forward-thinking cultural behavior within the department and organization.
- Assist and coordinate with Community Services Community Development Manager, Housing Manager, and the Continuum of Care Manager with implementation of Housing and Redevelopment projects that are funded with the Departments Grant programs.
- Assist, develop, and implement approved legislation bills that relate to Community Services programs.
- Promote and educate internal and external customers on opportunities Community Services can provide to its citizens.
- Coordinate with internal departments regarding the County's Development review processes.
- Assist with program and policy change as needed and identified.
- Understand the Federal, state, and local rules associated with the Community Services Grants.

- Advises and makes recommendations on changes in County policies, procedures, rules, regulations, and matters relating to Affordable Housing and the Development Review processes.
- Attends various meetings, conferences, and hearings to present recommendations, acquire information, and represent the Community Services Department.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position is not responsible for supervising employees.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Communication, Public Relations, or Business Administration and/or equivalent of five (5) years of progressive experience in Public Relations, Communications, Affordable Housing, Community Development, Homeless Services, Planning, Zoning, Code Enforcement, Building and/or Community Redevelopment Areas; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to provide exemplary Customer Service with an emphasis on clear and concise communication skills.
- Ability to communicate and present in a variety of public meetings.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and power point presentations.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and members of the general public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to develop plans, policies, specifications, and programs.
- Ability to function independently as an expert in matters of specialized code, rules, policy and analyses.
- Knowledge of the principles and practices of the Community Services, Growth Services and Building Safety Departments.
- Knowledge of the practices of public sector employment and administration.

- Knowledge of or ability to research and implement compliance with federal, state, and local regulatory requirements regarding Community Services programs.
- Knowledge of internal personnel conduct and dress codes and personnel training policies.
- Skills in organization and task prioritization.
- Ability to research and analyze data and make recommendations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. While performing the duties of this job, the employee will regularly be required to walk, stoop, kneel, crouch, or crawl; will frequently be required to sit, use hands to finger, handle, or feel, reach with hands and arms, and talk or hear; and will occasionally be required to stand.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.