

CITY OF REDWOOD CITY COMMUNITY DEVELOPMENT SPECIALIST

DEFINITION

To Assist Community Development staff in the implementation of the City's plans and projects; and provide support for Sign Ordinance enforcement.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Housing and Economic Development Manager.

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

1. Assist staff with the preparation of presentation materials in support of projects and plans.
2. Design artwork for various advertisements, public notices, and general signage in support of Community Development efforts.
3. Assist the planning staff and public at the Community Development Services counter, with architectural design guidance in support of the City's Sign Ordinance; assist with the review and processing of sign applications; prepare notices of official action.
4. Assist staff with site inspections, as necessary, in the enforcement of sign violations.
5. Assist staff with presentations to various public community groups.
6. Prepare staff reports and graphic displays for presentation to the City Council.

OTHER JOB RELATED DUTIES

1. Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Fundamentals of graphic design.

**CITY OF REDWOOD CITY
COMMUNITY DEVELOPMENT SPECIALIST (CONTINUED)**

Use of audio-visual equipment.

Computer software suitable to carry out assignments.

Safe driving principles and practices.

Ability to:

Communicate clearly and concisely both orally and in writing.

Provide excellent customer service to the public, other agencies, and other City employees.

Skills to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Experience and Education

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

Experience:

One year experience in city planning, housing and/or redevelopment.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in graphic design, planning, public administration, or a related field.

License or Certificate:

Possession of, or ability to obtain, a valid California Driver's License.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Must be able to work in varying climatic conditions; must be in sufficiently good health to perform job duties, including inspection work.

Effective Date: January 14, 2008

Bargaining Group: Service Employees' International Union – Local 521