



City of Kansas City, Missouri Job Class Specification

Job Title:	NHS PROGRAM SPECIALIST	Department:	NHSD
Job Code:	4127	Status:	NONEXEMPT
		Grade:	NE-5

Summary

This is responsible administrative and professional work in supervising professional staff and managing a neighborhood development program.

Under general supervision from a Senior Program Specialist or Division Manager, assumes responsibility for day-to-day operational management of all activities and functions in a designated program area. This is responsible professional and technical work in housing and community development, neighborhood preservation or neighborhood services programs. Work involves responsibility for performing the more complex and difficult assignments requiring considerable program research, analysis, and evaluation and design skills. Duties are performed under the direction of a section or division head, though the employee is expected to exhibit reasonable independence, resourcefulness and initiative in executing assigned duties and responsibilities. Work is reviewed through direct observation, submitted reports and conferences relating to established departmental goals, objectives and work results standards.

Duties and Responsibilities

- Supervises the operation of various parts and/or functions of programs including assigned personnel, fiscal and contract services.
- Evaluate operations and activities of assigned responsibilities; recommend program improvements for program procedures and modifications; prepare various reports on operations and activities.
- Review funding proposals for housing and community development projects and/or proposals for special project funding in one or more department program areas.
- Assist in the development and implementation of various housing and community development, neighborhood preservation and neighborhood services programs.
- Performs more difficult research and analysis and makes recommendations relative to current housing and community development, neighborhood preservation and neighborhood service matters including grant applications.
- Develops and maintains relations with a wide variety of governmental and private agencies and groups.
- Represents the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Duties and Responsibilities

- Prepare and administer contracts for professional services and technical services related to housing and community development, neighborhood preservation and neighborhood services.
- Assists superiors in the preparation of material for presentation before the City Council and other public bodies or local community groups.
- Maintains records and makes reports as required.
- Performs related duties as required.

Technical Skills

Considerable knowledge of:

The principles and practices of urban economics, sociology, multi-disciplinary social science or urban social science programs.

Municipal government and political processes.

The principles of research, analysis, standard statistical procedures, and sources of socio-economic information.

Current literature and recent developments in neighborhood psychology planning and development.

Ability to:

Analyze material on social and economic problems and to present conclusions and recommendations clearly and concisely for both oral and written reports.

Supervise professional, technical, and clerical personnel engaged in routine economic, workforce housing, affordable housing or social development work.

Establish and maintain effective working relationships with associates, subordinates, municipal officials, community representatives, developers, and members of the general public.

Education and Experience

Accredited Bachelor's degree with major course work in Public Administration, Business Administration, or a related field and three (3) years of related professional experience of a progressively responsible nature in housing and community development, neighborhood preservation or neighborhood services.

OR

Accredited Master's degree with major course work in Public Administration, Business Administration, or a related field and one (1) year of related professional experience in housing and community development, neighborhood preservation or neighborhood services.

OR

An equivalent combination of qualifying education and experience

**Certificates/
Licenses/Special
Requirements**

Must pass a background check as prescribed by the City.

**Supervisory
Responsibility**

Supervision is exercised over subordinate professional and clerical employees.

**Supervision
Received**

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created	12/13
Revised	11/16, 8/2022