

**CDBG SPECIALIST**  
**Classification Title: Support Specialist 2**  
**Community Development Department**  
**20 hours per week**

**SALARY RANGE:** \$18.82 - \$25.22 per hour

**CLOSING DATE:** Monday, August 1, 2016

**THE COMMUNITY**

Beaverton is located seven miles west of Portland and has a population of approximately 94,215. The city offers a variety of activities and amenities including the state's largest, all-agricultural farmers market; an outstanding city library; and more than 100 parks, bike paths and hiking trails. It has been named one of the best places to raise kids by BusinessWeek magazine, one of the top 25 suburbs for retirement by Forbes.com and one of the 100 best walking cities in America by Prevention magazine. Beaverton is about an hour's drive from the Oregon coast, Mt. Hood and the Columbia River Gorge. The city is also a transportation hub with frequent bus and rail connections to the entire Portland metropolitan area. City Hall is located on the MAX light rail service line at the Beaverton Central Station.

**THE POSITION**

Provides a variety of administrative and financial support services utilizing Community Development Block Grant program knowledge, critical thinking skills and problem solving skills in a team and customer service driven environment. Will represent the city to the public from time to time.

**ESSENTIAL FUNCTIONS OF THE JOB**

- Provide excellent customer service
- Work with other organizations to ensure timely invoices, reports, environmental reviews, and responses to inquiries
- Process subrecipient invoices and quarterly reports
- Monitor Environmental Review activities when triggered and enter data into software
- Support preparation of HUD quarterly, semiannual, and annual reports
- Support preparation of Consolidated Annual Performance and Evaluation Report
- Provide key role in five-year Consolidated Plan development
- Gather market data
- Provide budget preparation support
- Write, proofread and edit material
- Maintain program filing and conduct file and record searches
- Access and interpret federal regulations pertaining to CDBG



- Attend training as requested
- Regular and consistent attendance
- Support and respect diversity in the workplace
- Other duties as assigned

## COMPENSATION AND BENEFITS

The salary range is \$18.82 - \$25.22 per hour. Starting salary will be determined depending on relevant work experience. The city pays the full retirement contribution to PERS; provides employees with an opportunity to participate in a deferred compensation retirement plan; tuition reimbursement program available; public service loan forgiveness program; and offers excellent health, dental, vision and life insurance coverage. This is a regular 0.5 FTE position, as such benefits are prorated. In addition to hourly wage, 4% bilingual pay may be available.

## MINIMUM QUALIFICATIONS

- High school diploma or GED
- Three (3) years of general office experience, including program and project administrative support
- Advanced computer skills and experience with Microsoft Office products
- Valid driver's license and the ability to meet the city's driving standards
- Ability to pass reference and background check

## PREFERRED QUALIFICATIONS

- CDBG and/or HOME (HOME Investments Partnerships Program) experience
- Nonprofit housing and social services experience
- Mortgage underwriting experience
- Strong attention to detail
- Strong math skills
- Ability to work well and collaboratively on a team

## HOW TO APPLY

Applications may be completed on our website at [www.BeavertonOregon.gov/jobs](http://www.BeavertonOregon.gov/jobs) or by submitting a City of Beaverton application form and cover letter to the Human Resources Department, Beaverton City Hall, P.O. Box 4755, Beaverton, OR 97076.

## VETERANS' PREFERENCE

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veterans Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veterans Affairs, unless the information is included in the DD Form 214 or 215. Veterans' preference documentation must be submitted with your application.