



## CITY OF DANVILLE, IL JOB POSTING

### COMMUNITY DEVELOPMENT SPECIALIST

**VACANCY CLOSING DATE – 4:30pm Friday, September 7,2018**

Full-Time Employee Request for Position Transfer and Applications should be sent to the Finance Office or Emailed to [crhodes@cityofdanville.org](mailto:crhodes@cityofdanville.org). Forms are available at [www.cityofdanville.org](http://www.cityofdanville.org) or in the Municipal Building main floor lobby.

**Normal Work Hours:** 7:30am to 4:00pm

**Salary Range:** \$39,094 - \$47,000 Based on qualifications

#### **Duties:**

Under direction of the Division Manager this position coordinates, processes purchasing, maintains and monitors various programs/funds including but not limited to Community Development Block Grant (CDBG) Program, Small Business Revolving Loan Fund, Housing Loan Fund, Motor Fuel Tax Fund, Infrastructure Improvement Fund, and Tax Increment Financing District funds. This position maintains State and Federal compliance in the various programs/funds, maintains expenditures within established budgets and ensures compliant and efficient records management. This position will also assist in seeking out grant/funding opportunities to compliment current projects or meet public needs. This position also serves as the affordable housing and housing improvement coordinator for the City working with other housing affiliates such as Habitat for Humanity, Community Action, Danville Housing Authority, and Crosspoint to promote and create safe and quality affordable housing throughout the community. The position will participate in the Neighborhood Wellness Plan. This position is also the Department time keeper and prepares and processes payroll time sheets.

**Qualifications:** The following are considered as minimum qualifications. Extensive related experience will be considered in lieu of these position requirements if they represent similar skills, knowledge, and levels of responsibility.

**Education:** The minimum educational requirements for this position are:

- Candidate must possess an Associate's Degree from a recognized institution, with at least one year of college level courses in this field or a closely related field or have equivalent experience.

**Experience:** Candidates for this position must possess the following experience, or experience deemed to be equivalent to the following:

- Three to five years of progressive practical experience in grant management, accounting, finance, business, customer relations or a closely related field.
- Experience working in or with local or state government

**Required Skills:** The following skills are basic to the functions of this position. Candidates should possess these skills or be able to show their ability to develop these skills within 30 days of their start date.

- Ability to communicate effectively both verbally and in writing.
- Ability to maintain accurate records and file management systems for both electronic and hard copy filing.
- Must possess advanced organizational skills.
- Must have excellent customer service skills.
- Must have understanding of local, state, and federal government programs and processes.
- Must have basic math skills including addition, subtraction, multiplication, division, percentages, interest, common accounting practices and similar concepts.
- Knowledge of general financial and accounting practices, including but not limited to, budget preparation and cost analysis.
- Proficient with Microsoft Office Software (word processing, spreadsheets, and database development and use).

**Essential Duties and Responsibilities:** The following examples are illustrative of the work duties and responsibilities of this position: In addition to this list, the employee is expected to carry out any work assignment made by his/her supervisor.

- Set up, maintain, track and monitor all accounting, financial records and information for various development program funds including the CDBG, Housing Loan, Small Business Loan, MFT, TIF and Infrastructure Improvement Funds.
- Maintain all records in compliance with State and Federal regulations pertaining to the management of grant and loan funds.
- Prepare detailed reports and maintain data tracking necessary for program activity including required State and Federal reports.
- Responsible for processing fund requests, and payments, and preparing other technical materials (bid documents, contracts, vouchers, and correspondence letters)
- Greet the public in the office, or by phone or email and assist with program/fund questions and paperwork.
- Assist with the research and preparation of grant applications for new or continued funding.

- Maintain a thorough and current knowledge of State and Federal laws and regulations pertaining to the department's grants and programs; be able to translate these into administrative and operating procedures and policies.
- Obtain and maintain all required program certifications and training.
- Verify compliance of activities with compliance issues such as Davis-Bacon, Uniform Acquisition and Relocation Act.
- Comply with applicable State and Federal reporting systems and programs.
- Assist the construction specialist with items such as pre-construction inspections and estimates, preparation of bid documents, analysis of bids, contract awards, processing pay estimates and construction change orders and project closeouts.
- Prepare and process payroll time sheets for the Department
- Work with other housing affiliates
- Oversee part time clerical staff doing work for the department
- Perform other related duties as assigned.

**Residency Requirements:** Employees and Officers of the City of Danville must establish their principal residence in Illinois, within the City of Danville corporate limits within six months following successful completion of their probationary period.

**Required Licenses:** The person holding this position must have the following licenses or be able to obtain the same within 30 days of their start date:

- Illinois Class D Vehicle Operators License

**Equal Opportunity Employer**



# City of Danville, Illinois Application for Employment

Main Lobby Employment Application Deposit Box  
City of Danville, IL  
Robert E. Jones Municipal Building  
17 West Main Street  
Danville, Illinois 61832

OFFICE USE ONLY	
GED	HS

TELEPHONE: (217) 431-2308      FAX: (217) 431-2202      EMAIL: crhodes@cityofdanville.org

**Instructions:** Please Print or Type. Use check (x) where appropriate. Applicant may attach resume and/or any other supporting documentation in support of this application. Applicant's signature is required on the last page.

Position Applying for: Community Development Specialist

**Applicant's Name:**

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First Name	Middle	Last Name	Maiden or other Last Names
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**Present Address:**

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No & Street	Apt/Unit No	City	State	Zip
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**Telephone:** Home: (\_\_\_\_) \_\_\_\_\_ Work/Daytime: (\_\_\_\_) \_\_\_\_\_

**Leave Message:** (\_\_\_\_) \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

### EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of the City of Danville that all persons are entitled to equal employment opportunities, and therefore, the City does not discriminate against applicants for employment because of race, creed, color, national origin, age, sex, marital, veteran physical or mental handicap unrelated to ability, or any other legally protected status, provided the applicant meets the qualifications and physical requirements deemed necessary to perform the job.

### CITY OF DANVILLE RESIDENCY REQUIREMENTS

Unless otherwise dictated by a Collective Bargaining agreement, employees of the City of Danville hired after January 1, 2008, must establish their principal place of residence no greater than the five (5) miles corporate limits of the City. An employee of the City who successfully completes his or her probationary period of employment shall then have a period of 6 months to establish residence within the required limits. Any employee of the City who shall fail to comply with the residency requirement shall be terminated.

### DRUG FREE WORKPLACE POLICY

The Danville City Council has adopted a Drug Free Workplace Policy which requires all City of Danville employees to abide by the terms of the policy including, but not limited to, the fact that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in any City workplace and that actions shall be taken against any employee for violation of this prohibition. Employees who are required to hold CDL licenses are under a separate Drug/Alcohol Policy requiring periodic random testing. This policy specifies actions the City will take if employees in this classification violate this policy.

### CITY OF DANVILLE CODE OF ETHICS

The City's Code of Ethics Policy requires that public officers and employees be independent, impartial and responsible to the people; that government decisions and policy be made within proper channels of the government structure; that the public office not be used for personal gain; and that the public have confidence in the integrity of its government. This Code establishes guidelines for setting forth those acts or actions that are incompatible with the best interests of the City.

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you live inside the Danville city limits?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If you live outside Danville's city limits and you were hired, would you comply with the City's residency policy which requires all city employees hired after January 1, 2008 to live within the corporate city limits?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand the City's "Drug Free Workplace" and "Code of Ethics" policies as summarized on page 1?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you hold a valid Vehicle Driver's License? What Class _____ What State _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you hold a Commercial Driver's License (CDL)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you served in the U.S. Armed Services, Reserves or National Guard? If yes, list branch and current status _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you presently, or have you ever been, an employee of the city of Danville? If yes, which department _____ When? _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are there any members of your immediate family currently employed by the City of Danville? If yes, which department? _____ Name _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever been convicted of a crime? If yes, please explain. _____ _____ <i>Applicant is not obligated to disclose sealed or expunged records of a conviction.</i>
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you authorized to work in the United States?

**Employment Background:** When completing this portion of the application **DO NOT USE THE TERM SEE RESUME**, these responses are more specific. Begin with current or most recent job, list your work history, including military service.

Explain gaps in employment: \_\_\_\_\_

<b>1. EMPLOYER:</b>	Employer Address & Phone:
Employed From: _____ To: _____	Job Duties/Job Title: _____
Skills Required: _____	Last Salary: _____ Reason for Leaving: _____
<b>2. EMPLOYER:</b>	Employer Address & Phone:
Employed From: _____ To: _____	Job Duties/Job Title: _____
Skills Required: _____	Last Salary: _____ Reason for Leaving: _____
<b>3. EMPLOYER:</b>	Employer Address & Phone:
Employed From: _____ To: _____	Job Duties/Job Title: _____
Skills Required: _____	Last Salary: _____ Reason for Leaving: _____
<b>4. EMPLOYER:</b>	Employer Address & Phone:
Employed From: _____ To: _____	Job Duties/Job Title: _____
Skills Required: _____	Last Salary: _____ Reason for Leaving: _____
<b>5. EMPLOYER:</b>	Employer Address & Phone:
Employed From: _____ To: _____	Job Duties/Job Title: _____
Skills Required: _____	Last Salary: _____ Reason for Leaving: _____

**EDUCATIONAL BACKGROUND:** Complete the following chart as thoroughly as possible.

City of Danville requires a minimum high school diploma or GED for all positions. If hired, falsifying application information is grounds for termination.

School or Level	Name and Address of School	Course of Study	Circle Last Year Completed	Did You Graduate	List Diploma or Degree
High School	_____ _____ _____		9 10 11 12	___ Yes ___ No	
Junior Community College	_____ _____ _____		1 2	___ Yes ___ No	
College Or School	_____ _____ _____		1 2 3 4	___ Yes ___ No	
Graduate School	_____ _____ _____			___ Yes ___ No	
Technical (Specify)	_____ _____ _____			___ Yes ___ No	
Military	_____ _____ _____			___ Yes ___ No	
Other	_____ _____ _____			___ Yes ___ No	

**Other Training/Skills:** Provide as much information as possible.

\_\_\_ Yes \_\_\_ No Have you received training in the field for which you are applying?

\_\_\_ Yes \_\_\_ No Do you hold any technical or professional licenses?

If Yes, explain; giving type, issuing state, training program name, school or location of training, hours completed, and certificates received. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Which of the following skills do you possess?

\_\_\_ Typing \_\_\_ Word Processing \_\_\_ Calculator \_\_\_ Filing \_\_\_ Radio/Dispatch  
\_\_\_ Transcribing \_\_\_ Personal Computer \_\_\_ Driving a Truck \_\_\_ Operating Heavy Equipment  
\_\_\_ Other (please list) \_\_\_\_\_

Which computer skills do you possess?

\_\_\_ Word Processing \_\_\_ Data Bases \_\_\_ Spreadsheets \_\_\_ Programming \_\_\_ Excel  
\_\_\_ Other (please list) \_\_\_\_\_

List computer programs (software) you are able to use with proficiency: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Information:** List any additional information you feel important to your application.

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**References:** Give name, address and telephone number of three references who **are not** related to you and **are not** previous employers. References should be people who know of your skills and abilities and who can vouch for your character. (ie teachers, clergy, co-worker)

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
In what capacity does this person know you? \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
In what capacity does this person know you? \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
In what capacity does this person know you? \_\_\_\_\_

**Attention:** Read the following statement carefully before signing application. Application must be signed.

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize and agree to cooperate in a thorough investigation of all statements made herein and other matters relating to my background and qualifications. I understand that any investigation conducted may include a request for employment and educational history, credit reports, consumer reports, investigative consumer reports, driving record, and criminal history. I authorize any person, school, current and former employer, consumer reporting agency, and any other organization or agency to provide information relevant to such investigation and I hereby release all persons and corporations requesting or supplying information pursuant to such investigation from all liability or responsibility to me for doing so. I understand that I have the right to make a written request within a reasonable period of time for complete disclosure of the nature and scope of any investigation. I further authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the job for which I am being considered or any future job in the event that I am hired.

I understand that I may be required to pass a drug-screening examination. I hereby consent to a pre-employment drug screen as a condition of my employment.

**I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME, IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.**

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Please check to see that you have answered all questions and that your application (including signature) is complete.



## AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION FOR USE BY THE CITY OF DANVILLE, IL

I, \_\_\_\_\_, do hereby authorize a review and full disclosure of  
(Print full Name and any other names you have used including Maiden Name if applicable)

all records concerning myself to the City of Danville, Illinois, including the Personnel Office and Police Department, whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of records of law enforcement agencies, educational institutions, and former employers.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment with the City of Danville, Illinois. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the City of Danville, Illinois's agents including the Personnel Office or Police Department from any and all liability which may be incurred as a result of collecting such information.

I also understand that this authorization to furnish information is executed in consideration of my application for eligibility for appointment to a position with the City of Danville.

A photocopy of this release form will be as valid as the original thereof, even though the said photocopy does not contain an original writing of my signature.

**I have read and fully understand the contents of this "Authorization for Release of Personal Information".**

\_\_\_\_\_  
(Signature of Applicant - Full Name as Printed Above) (Date)

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Social Security number:** \_\_\_\_\_



# City of Danville Applicant Data Record

All applicants and employees are treated during employment without regard to race, color, religion, gender, national origin, age, marital/veteran status, medical condition, or impairment.

To help us comply with government record keeping, reporting and other legal requirements, please complete the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

(PLEASE PRINT)

Date: \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

Referral Source:     Newspaper     Radio     Facebook     Walk-In     Instagram

City of Danville Website    Friend/Relative    Twitter    Other: \_\_\_\_\_



Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
          Last                      First                      Middle                      Area Code

Address \_\_\_\_\_  
                  Number                      Street                      City                      State                      Zip Code



### Affirmative Action Information

Government agencies require periodic reports on the gender, ethnicity, impairment, and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary.

GENDER:     Male     Female

### RACE/ETHNIC GROUP:

- White (Not Hispanic or Latino)
- Black or African American (Not Hispanic or Latino)
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- Asian (Not Hispanic or Latino)
- American Indian or Alaska Native (Not Hispanic or Latino)
- Two or More Races (Not Hispanic or Latino)

### VETERAN STATUS:

- Vietnam Era Veteran
- Special Disabled Veteran
- Other Protected Veteran
- Impairment: \_\_\_\_\_