

CITY OF CRANSTON, RHODE ISLAND
DEPARTMENT OF PERSONNEL
ANNOUNCES AN OPEN COMPETITIVE AND PROMOTIONAL CIVIL SERVICE
EXAMINATION FOR THE POSITION OF
COMMUNITY DEVELOPMENT RESOURCE SPECIALIST

ANNUAL SALARY RANGE:

<u>Minimum</u>	<u>Maximum</u>
\$48,087.86	\$59,612.46

- Employment applications are available on the Personnel Department webpage at: www.cranstonri.com.
 - The application due date is September 21, 2020 at 4:30 pm.
 - Completed applications may be submitted to the Personnel Department by:
 1. Fax: (401) 780-3362
 2. Email: sayrassian@cranstonri.org.
 3. US mail: Office of the Personnel Director, 869 Park Avenue, Cranston, RI 02910.
- *Due to Covid-19 and limited access to the department, do not drop off your application in person*

EXAMINATION:

- The examination shall consist of 2 parts: a written examination and an oral examination. Each shall weigh 50% of the total score.
- The written questions will be multiple-choice in format and there will be a total of 50 questions. The minimum passing grade shall be a median score of 70%. Those applicants with a passing score on the written examination shall proceed to the oral examination phase.
- Qualified employees will have the appropriate seniority points added to a passing score.
- Notice of examination date and time will be sent to applicants by *email*; please provide an active email address on your application. Be sure to check your "junk" and "spam" folders for messages from the Personnel Department.
- There will be no "make-up" examinations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prequalify clients over the phone and send appropriate requested documentation via USPS mail or email;
- Make appointments for clients for application process for all programs stated above. Schedule and conduct closings;
- Prepare closing documents (includes title search, mortgage deeds, truth in lending, promissory notes, discharges etc.), conduct closings, and prepare disbursements;
- Maintain accurate records on all contractors (licensing and insurance);
- Consult RI Contractors Board and SAM's for potential violations by contractors;
- Maintain all client folders and correspondence;
- Manage and maintain NOTESMITH, revolving loan servicing program;
- Recordkeeping of minority statistics for all programs according to HUD guidelines;
- Perform daily bank deposits and maintain accurate spreadsheet on program income, delinquency and program client list;
- Handle subordination requests and process;

- Responsible for ordering supplies;
- Handle the administration of Residential Rehab and First Time Homebuyer Programs;
- Assist Director with Advisory Board meetings and Public Service Application process;
- Create and implement marketing strategies;
- Responsible for requesting lead reports from Lead Safe Consultants for first-time homebuyer programs and residential rehab. for all homes built before 1978;
- Schedule, prepare and present seminars at Senior Center regarding programs; and
- Other such duties as may be assigned.

EDUCATION AND EXPERIENCE:

- Minimum Associates Degree in social services, liberal arts studies or related field;
- Minimum three years' experience in social services or related field;
- Knowledge of HUD's requirements, rules and regulations for all programs administered;
- Knowledge of simple interest and loan amortization necessary and familiarity with real estate transactions and MLS preferred;
- Strong interpersonal communication skills and ability to interact with diverse population;
- Ability to work independently and make necessary decisions;
- Must be available to attend CDBG education classes, both in-state and out of state;
- Microsoft Windows and Standard MS Office software package, including Excel.

PREFERENCE:

Honorably discharged active-duty war veterans who have received a passing grade of 70% shall have five (5) points added to their final grade and disabled active-duty war veterans shall have ten (10) points added to their final grade. In order to receive credit for veteran's preference, an honorably discharged active duty war veteran must furnish a copy of his/her DD 214. A disabled active duty war veteran must submit proof that he/she has been classified as "disabled" by the Veteran's Administration. **The DD 214 and proof of disability classification must be submitted at the time of the written examination.**

Veterans' dates for active duty war veterans are as follows:

- December 7, 1941 - December 31, 1946
- June 27, 1950 - January 31, 1955
- July 1, 1958 - January 1, 1959
- August 5, 1964 - May 7, 1975
- August 20, 1982 - December 31, 1987
- December 20, 1989 - January 31, 1990
- August 2, 1990 - May 1, 1994
- September 18, 2001- A period prescribed by law, an Act of Congress or Presidential Proclamation.
- October 16, 2002- A period prescribed by law, an Act of Congress or Presidential Proclamation.

This definition shall be further defined as "any person who honorably served in the armed forces in any conflict or undeclared war for which a campaign ribbon or expeditionary medal was earned and who was honorably discharged from the service."

***The City of Cranston encourages diversity in its workforce.
We are an Equal Employment Opportunity Employer.***