



Community Development Specialist Expertise Checklist

In your cover letter provide how your education or prior work experience provided you with expertise in the following areas. Please only address the topics where you have education, training, working knowledge or experience. Also specify your role relevant to your experience (i.e.: were you a participant, a project manager, or a team member responsible for a portion of the project)

1. Organizing and facilitating meetings
2. Working with cities, counties, school districts, townships
3. Working with state and or federal agencies
4. Creating professional technical written and electronic documents
5. Providing customer service
6. Providing consulting services
7. Sales
8. Making presentations to small and large groups
9. Working both independently and as a team
10. Researching, analyzing and presenting data
11. Technology and computer-based skills
12. GIS
13. Multi-tasking and balancing multiple projects at once
14. Development and management of databases
15. Environmental reviews
16. State or federal grant writing
17. Project management
18. Supervisory experience
19. Developing and implementing surveys
20. Developing strategic plans
21. Development or implementation of city or county comprehensive plans
22. Creating or managing zoning & related ordinances
23. Hazard mitigation
24. Transportation
25. Safe Routes to School
26. Renewable energy
27. Economic development
28. Capital improvement plans
29. Broadband
30. Housing
31. Parks and trails