

CITIZENS' ADVISORY BOARD JOB DESCRIPTION

PURPOSE OF THE POSITION

The purpose of this board position is to serve as the formal means through which active citizen participation is provided to aid in the planning, oversight and evaluation of federal- and state-funded housing and community development programs for the benefit and improvement of low- and moderate-income persons and neighborhoods in the City of Melbourne.

Persons selected for membership on the CAB are expected to use their skills, knowledge and experience as citizens of Melbourne, to assist and advise City Council with respect to state and federal-funded housing and community development programs designed to preserve and increase the supply of affordable housing and to improve the quality of life in low-income neighborhoods.

Board members must also be willing to provide and perform such services and duties as may from time-to-time be assigned to the board by the City Council.

EXAMPLES OF DUTIES

Identify problems and needs of individual neighborhoods and provide feedback that would permit programs to reflect acknowledgement of these needs.

Generate new ideas and alternatives for public action.

Recommend priorities for allocation of housing and community development program funds for projects that benefit low- and moderate-income persons, aid in the elimination or prevention of slums and blight or address an urgent need and submit recommendations to City Council.

Hold public hearings to obtain citizen views and to respond to proposals and questions at the various stages of the Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and State Housing Initiatives Partnership (SHIP) programs and other related grant programs from program planning through program evaluation.

REQUIREMENTS

A. TRAINING AND EXPERIENCE

Interest and participation in community affairs required.

B. KNOWLEDGE, SKILLS, AND ABILITIES

Ability to attend monthly meetings.

Ability to attend board training.

Ability to attend special functions related to the duties of the position when requested, e.g. groundbreaking and dedications of grant-funded projects.

Ability to actively listen.

Ability to review minutes, reports, memos and other documentation regarding issues presented or to be presented to the board.

Ability to study and give counsel on identified issues of concern to City Council.

Ability to acknowledge and represent the diverse views of citizens regardless of personal opinions and beliefs.

Ability to maintain good communications with the City Council as necessary.

Ability to use good judgment in all deliberations on matters brought before the board.

Ability to deal with the public courteously and tactfully.

Ability to communicate clearly, both orally and in writing.

Ability to establish and maintain effective working relationships with colleagues and City staff.

C. PHYSICAL AND MENTAL REQUIREMENTS

Ability to see, read, write, speak and comprehend conversation and symbols in English.

Ability to hear and comprehend conversations spoken at various tones of voice and various speeds.