

Jurisdictional Class: Competitive  
Adopted: August 5, 2015  
Revised:

**ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves assisting the Director in the planning and directing of activities for the community development department, including the coordination, implementation, and execution of general policies and assisting with the municipal, State, and Federally funded programs in which the municipality participates. This position assists the Director in the formulation and application of policies that require a high degree of professional judgment. The work is performed in accordance with procedures and guidelines established by Federal and State agencies. Work is performed under the general direction of the Director with considerable leeway allowed for the exercise of independent judgment in carrying out the duties of this position. This position manages the department in the absence of the Director. Supervision is exercised over the work of subordinate personnel. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assists in the initiation and development of comprehensive programs involving activities concerning the development of properties within the municipality;

Assists in overseeing the clearance, reconstruction, renewal, rehabilitation, conservation, restoration, or improvement for the arrest, prevention, and elimination of substandard and unsanitary areas;

Assists in coordinating the expenditure of department related funds and assists with public relations;

Under the direction of the Director, determines and releases statements concerning community development policy;

Assists in the coordination of capital improvement programs for the purpose of obtaining maximum assistance for urban renewal and economic development from State and Federal governments;

Along with the Director, is responsible for the enforcement of local codes regulating the construction of dwellings;

Assists the Zoning Board of Appeals and the Planning Board in its orderly development under the master plan for the municipality and makes recommendations to the Director concerning update of the master plan;

In conjunction with the Director, inaugurates and directs programs to retain, restore, and expand the commercial and industrial tax base of the community;

Assists in the preparation of progress and financial reports on aspects of the program as required by State and Federal agencies;

Assists in submitting applications made by the municipality for special funded revenue sharing programs;

Manages the department in the absence of the Director.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of Federal, State, and local laws, policies, and regulations as they apply to community development;

Thorough knowledge of modern management principles, practices, and techniques;

Thorough knowledge of sociological, economic, environmental, and planning factors related to community development;

Good knowledge of legal procedures related to the real estate and property appraisal;

Good knowledge of principles and techniques used in research and statistical analysis;

Ability to translate legal and administrative policy statements into work directives;

Ability to prepare and present clear and concise written and oral reports;

## Assistant Director of Community Development

Ability to establish and maintain effective work relationships at a high administrative level;  
Ability to follow complex oral and written instructions;  
Ability to get along well with others;  
Resourcefulness and initiative;  
Sound professional judgment.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Business or Public Administration, Planning, Engineering, Social Sciences, or closely related field and one (1) year of administrative or supervisory experience involving responsibility for implementing Federal, State and local development programs; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business or Public Administration, Planning, Engineering, Social Sciences, or closely related field and three (3) years of experience as described in (a) above; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.