

Jurisdictional Class: Competitive
Adopted: July 18, 1991
Revised: February 28, 2018

DIRECTOR OF COMMUNITY DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for planning and directing the activities of an office for community development, including the coordination, implementation, and execution of general policies and direction of municipal, State, and Federally funded programs in which the municipality participates. The Director must independently initiate and oversee the formulation and application of policies requiring 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 chief administrative officer. Supervision may be exercised over subordinate employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Initiates and directs comprehensive programs involving activities concerning the development of properties within the municipality;
- Directs the clearance, reconstruction, renewal, rehabilitation, conservation, restoration, or improvement for the arrest, prevention, and elimination of substandard and unsanitary areas;
- Oversees the promotion programs, services, activities, public events and the implementation of the infrastructure improvements;
- Coordinates the expenditure of department related funds and is responsible for public relations;
- Determines and releases statements concerning community development policy;
- Coordinates capital improvement programs for the purpose of obtaining maximum assistance for urban renewal and economic development from State and Federal governments;
- 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 concerning update of the master plan;
- Inaugurates and directs programs to retain, restore, and expand the commercial and industrial tax base of the community;
- Directs the preparation of progress and financial reports on aspects of the program as required by State and Federal agencies;
- Prepares and submits all applications made by the municipality for special funded revenue sharing programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

- Comprehensive 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;
- Ability to establish and maintain effective work relationships at a high administrative level;
- Ability to analyze and organize data and prepare and maintain detailed reports;
- Ability to manage and administer complex programs and project implementation;
- Ability to work independently;
- Ability to manage, direct, and supervise staff;

Director of Community Development

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 in Business, Public Administration, Planning, Engineering, Social Sciences, or closely related field and two (2) years of managerial experience involving responsibility for implementing Federal, State, or local development programs or business development projects; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business, Public Administration, Planning, Engineering, Social Sciences, or closely related field and four (4) 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.