

**ASSISTANT COMMISSIONER OF PLANNING  
AND COMMUNITY DEVELOPMENT**

**268-F**

**DISTINGUISHING FEATURES OF THE CLASS:** This position assists with Department operations, focusing on the creation and administration of community development projects. The incumbent is primarily responsible for the identification and pursuit of funding opportunities to support community development activities throughout the County. Supervision is exercised over subordinate personnel including professional, technical and clerical staff engaged in community development and grant application activities. Work is performed under the general direction of the Commissioner of Planning and Community Development in accordance with policies prescribed by the County Legislature with considerable leeway for the use of independent judgment.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Administer and monitor grants awarded to the County and its municipalities to ensure compliance with applicable laws, rules and regulations;

Supervises program delivery for County and municipal grants administered through the Division;

Manages the work of project teams and committees;

Supervises and administers public engagement processes, including County and municipal officials and key project stakeholders, as well as the general public;

Oversees the development and submission of required financial reporting documents including payment vouchers and documentation of in-kind services;

Oversees long-term monitoring and reporting activities as may be required by funding sources;

Develops projects to become “grant ready” and prepares grant applications for private, state and federal financial assistance on behalf of the county and its municipalities, involving: providing technical assistance to local government units, businesses and others related to project and grant

application development;

Develops and adapts projects to meet the requirements of specific funding opportunities and to increase the competitiveness and viability of applications;

Builds project teams including but not limited to county and local governments, various government divisions and agencies, non-profit organizations and civic groups, private property owners and businesses; identifying and securing sources of project leverage;

Assembles, drafts and edits grant applications, solicits and oversees materials from project team members including department staff; including but not limited to: including cost estimates and detailed project budgets; required letters and/or resolutions of commitment and support; environmental reviews; documentation of the project in community plans, etc. as needed;

Interacts with funding agencies to verify project eligibility and identify agency priorities; as needed, conducts debriefing with agencies regarding applications that were not awarded funding.

Develops and oversees/participates in planning activities necessary to identify community development priorities and demonstrate public engagement, which may involve: coordination and collaboration with community and economic development partners;

Supervises, or directs, research and analysis of physical, economic, socio-economic and environmental factors related to such relevant planning areas as neighborhood stabilization, community revitalization, the nexus between planning and public health, infrastructure, economic development and quality affordable housing; fundraising and project management activities related to needed community and strategic plans such as an affordable housing plan, downtown revitalizations plans, etc.;

Represents the County on committees and task forces engaged in community development;

Researches grant opportunities, eligibility requirements and elements for successful funding applications;

Coordinates with County divisions and local municipalities to identify priority community development needs and match them with prospective funding sources;

Collaborates with the County's Department of Grants Administration and the cultivates contacts at state, federal and private grant making agencies;

Monitors funding cycles to prepare for upcoming opportunities;

Attends conferences and webinars to learn about program details and case studies of communities and projects that have been successful and benefitted in the past;

Promotes funding opportunities to County agencies, municipalities and others engaged in community development activities;

Performs other related duties.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Comprehensive knowledge of the methods, terminology and techniques used in community development; good knowledge of state and federal community development funding programs including programs administered by the USDA, HUD, EDA, NYS Office of Housing and Community Renewal, NYS Department of State, etc.; ability to conduct grant application activities, including funding research, project development, recruiting and assembling project teams, soliciting leverage from outside sources, budgeting and scheduling, etc.; excellent communication skills, both written and verbal; ability to understand and follow complex oral and written instructions; ability to develop and maintain effective working relationships with public officials, civic and community leaders, developers and entrepreneurs, advisory groups and County residents; initiative, creativity and resourcefulness; tact; and courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree or higher in Community Development, Economic Development, Planning, Housing, Sustainable Development or a related field and three (3) years of progressively responsible experience in these areas, including one (1) year of supervisory experience; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Community Development, Economic Development, Planning, Housing, Sustainable Development or a related field and five (5) years of experience as stated in (A) above, including one (1) year of supervisory experience; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Professional certification (e.g. AICP, PCED) and/or post-graduate certificate programs in community and economic development, affordable housing, green and sustainable development, etc. preferred.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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NYS Civil Service Commission Approval: n/a

Placed in Classplan 2/9/2017

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