

COMMUNITY DEVELOPMENT SUPERVISOR-ECONOMIC DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for overseeing activities related to Division's Revolving Loan Funds and Small Cities CDBG programs, administered by the Division of Planning and Environmental Management. Incumbent shall prepare grant applications, administer the Division's Revolving Loan Fund Programs and administer other successful grant applications as assigned. The Community Development Supervisor shall participate in all Division programs and supervise assigned staff on various projects. Work is performed under the general direction of the Commissioner of Planning and Environmental Management and in accordance with policies established by the Sullivan County Legislature. Supervision is exercised over assigned staff. Considerable leeway is allowed to independently perform most of the requirements of the position.

TYPICAL WORK ACTIVITIES:

Assist the Commissioner in overseeing Community Development activities including organizing, supervising, program financial reporting and the delivery of service;

Provides technical assistance to businesses and local government units;

May be required to attend public meetings at the direction of the Commissioner;

Oversees preparation of annual performance assessment reports in accordance with HUD regulations
For the Division's Revolving Loan Fund programs;

Prepares and submits Small Cities CDBG and State Archives and Records Access (SARA) grant applications on behalf of County and Municipalities as directed by the Commissioner;

Prepares grant applications for private, state and federal financial assistance on behalf of the county and its municipalities;

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Administers and monitors grants awarded to the county and its municipalities to ensure compliance with applicable laws, rules, regulations, etc;

Prepares quarterly reports to HUD and Empire State Community Development Corporation for County and Municipal grants administered through the Planning Division;

Plans, supervises and evaluates the work of others, technical or clerical staff members engaged in community development or grant application activities;

Participates in studies involving research, and analysis of physical, economic and environmental factors related to municipal, regional or community planning;

Assist in the implementation of recommendations of the County's Economic Development Strategy and Agricultural Protection Plan;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of federal and state community development program requirements; good knowledge of financial reporting, thorough knowledge of federal and state aid or grant programs available for the county and/or its municipalities; thorough knowledge of the preparation and use of statistical and research concepts and methods; good knowledge of loan administration and loan underwriting; ability to plan and supervise the work of others; ability to conduct technical grant application activities including research, analysis and writing of comprehensive studies and reports; ability to make clear and concise oral and graphic presentation; ability to express oneself clearly; ability to evaluate the implementation of aid programs according to established practices and procedures; and resourcefulness.

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MINIMUM QUALIFICATIONS:

- (A) Possession of a Master's Degree in Business or Public Administration, Finance, Economics, Social Sciences, Planning, or a related field, and three (3) years of acceptable experience in planning, economic development, or a related field, at least one year of which must have been in a responsible supervisory capacity; or
- (B) Possession of a Bachelor's Degree in the academic disciplines described in (A) above, and five years of acceptable experience as described in (A) above, at least one year of which must have been in a responsible supervisory capacity; or
- (C) An equivalent combination of training and experience as defined in (A) and (B) above.

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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Last Reviewed: 11/21/2001

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan on 09/15/16

Revised and Replaced in Classplan: 1/3/2023

Revised and Replaced in Classplan: 12/26/2024 (Edu)