

DIRECTOR OF COMMUNITY DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibility for the management and administration of the programs, projects and initiatives of the Town working with the Town Supervisor and the Town Board including but not limited to: writing and administering grants; developing comprehensive and strategic plans; strategy implementation and assessments of land use developments; and as a liaison for the Town with community business leaders, developers, and others to promote, stimulate and guide planning, community development and economic development.

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.*

Develops proposals and recommendations for policies, plans and projects per the Town Supervisor and Town Board;

Prepares and administers grant applications from federal, state and foundation sources;

Coordinates efforts with community partners, makes recommendations, and assists in the development and implementation of Town initiatives;

Assists in the determination of feasibility and potential value of proposed projects and funding;

Assumes responsibilities for specific Town initiatives as directed;

Prepares reports as needed;

Directs the preparation of publicity and marketing of Town initiatives;

Attends and participates in conferences and webinars;

Performs other duties as required;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of federal and state community development program requirements; good knowledge of the community development needs of a municipality; good knowledge of federal and state aid or grant programs available for the municipality; good knowledge of the preparation and use of statistical and research concepts and methods; ability to conduct grant application activities, including research, analysis and writing concise, well-constructed oral and written communications and reports that convey complex topics to the public; ability to meet, speak and deal effectively with public officials, civic and business leaders, landowners and other stakeholders; good knowledge of group facilitation skills to gather public comment at meetings; good knowledge of the principles and practices of administration and management; ability to manage deadlines and competing requests; ability to make clear and concise oral and graphic presentations, ability to use computer for spreadsheets, graphics, word processing and database operations; ability to exercise initiative, resourcefulness, tact, discretion and sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Master's Degree or higher in Public Administration, Landscape Architecture, Planning, Environmental Science or a related field and four (4) years of experience in Planning, Government Administration, Environmental Science or a related field; or

(B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Bachelor's Degree in Public Administration, Landscape Architecture, Planning, Environmental Science or a related field and six (6) years of experience in Planning, Government Administration, Environmental Science or a related field.

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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Jurisdictional Class: Competitive
Public Hearing:N/A
NYS Civil Service Commission Approval:N/A

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