

DIRECTOR OF COMMUNITY DEVELOPMENT

GENERAL STATEMENT OF DUTIES: Directs and coordinates the operation of the Community Development Block Grant Program in Westchester County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Deputy Commissioner of Planning - Division of Housing and Community Development, an incumbent of this position is responsible for the setting of policies as they pertain to the Program's goals and objectives and for the administration and coordination of all activities and services connected with the Community Development Block Grant Program. The development of Housing and Community Development policies and the planning for overall development, open space utilization, flood control; water and sewer facilities as they relate to neighborhood preservation and housing activities is also a function of this position. An incumbent has extensive contacts with government and State officials, consultants, financial institution representatives and federal funding agency representatives. Full administrative and technical supervision is exercised over a number of professional, technical and clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Directs the Housing and Community Development staff in the establishment of an implementation schedule of various elements of the Housing and Community Development Work Program including neighborhood preservation, urban design, code enforcement, citizen participation, public information, new construction, rental assistance contract coordination, program administration and fiscal management;

Directs all liaison activities between participating municipalities and the County to obtain input for program development and implementation;

Reviews staff recommendations for project funding and presents them to planning and advisory boards, the County Executive, the Board of Legislators, and the Commissioner of Planning;

Represents the Department in meetings with the U.S. Department of Housing and Urban Development to assure program compliance;

Meets with representatives of the State Division of Housing and Community Renewal and the State Department of Social Services - Homeless Housing Assistance Program to secure additional funding sources and assure program compliance. Meets with other governmental agencies as appropriate;

Exercises direct and/or general supervision over the preparation and maintenance of all records dealing with program and financial reporting;

Maintains immediate control over program expenditures;

Supervises all activities associated with the Property Improvement Loan/Grant Program;

EXAMPLES OF WORK (continued):

Chairs and supervises the activities of the Loan Review Committee as they pertain to the Property Improvement Loan Program;

Keeps abreast of developments in the field of community development through participation in the activities of professional associations, conferences, etc.;

Addresses community groups and makes statements to the news media to inform the public of Program activities in accordance with requirements and as directed by the Deputy Commissioner of Planning - Division of Housing and Community Development.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the rules, regulations, guidelines and directives that pertain to the proper administration of the federal Community Development Block Grant Program and New York State Housing and Community Renewal Programs; thorough knowledge of the principles and practices of urban planning; good knowledge of administrative reporting and control procedures associated with budget, personnel, purchasing and statistical reporting; knowledge of Westchester County contract procedures; ability to plan, organize and coordinate the activities of diversified units such as neighborhood preservation, urban design, code enforcement, citizen participation, public information, new construction, rental assistance, contract coordination, program administration and fiscal management; ability to interpret rules, regulations and guidelines; ability to conceptualize community development needs and develop programs to deal with them; ability to deal with outside consultants; financial institutional representatives and citizen advisory groups; ability to establish and maintain cooperative working relationships with public officials; ability to prepare clear, concise, accurate and informative reports both orally and in writing; ability to supervise others and delegate responsibility; initiative and creativity in making policy recommendations; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* and either: (a) Master's Degree* in Urban or Regional Planning, Architecture, Public Administration, or Community Development and three years of experience in urban or regional planning, architecture, community development, public improvement project management, or housing rehabilitation, two years of which shall have been in a supervisory capacity; or (b) five years of experience as indicated under (a), two years of which was in a supervisory capacity, or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.
J. C.: Competitive
DRC

Job Class Code: C1794
Job Group: XIV