

## DIRECTOR OF PROGRAM DEVELOPMENT II (HOUSING AND PLANNING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class, located in the Department of Planning, directs program activities related to providing affordable housing in Westchester County. Responsibilities involve coordinating and planning a wide variety of rehabilitation and new construction housing projects; negotiating contracts; maintaining liaison with state, federal and municipal agencies; and representing the Department in dealings with financial institutional representatives. Supervision is exercised over professional planning and clerical personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops a comprehensive affordable housing program in Westchester County to enable the rehabilitation of existing properties and the construction of new projects;

Performs public relations activities to educate the public of existing programs and services related to the provision of affordable housing;

Develops specialized planning construction budgets for new projects;

Evaluates construction budgets and conducts cost/benefit analyses on proposed housing projects and provides recommendations thereon;

Formulates and implements policies relating to the rehabilitation and construction of projects;

Applies for and administers grants related to providing affordable housing including rehabilitation, accessibility, eviction prevention, down payment assistance, foreclosures, new construction and education;

Manages the monitoring of completed units to ensure compliance with filed deed restrictions;

Maintains liaison with state and federal agencies and conventional lenders providing funds to affordable housing projects;

Provides referral and information to developers regarding projects;

Assists developers and their professionals in the preparation of site plans and subdivision for projects sponsored by or funded with grants from Westchester County;

Attends public hearings related to the development of affordable housing projects to provide information as necessary;

Prepares applications, narratives and supporting materials for presentation at Planning and Town Board meetings;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Represents the Planning Department in maintaining liaison with the Westchester County development community which involves maintaining professional relationships with municipal officials, not-for-profit organizations, developers and banks;

Maintains records related to the County's affordable housing units and the related spending through the Capital Program and grants;

Supervises and/or participates in staff meetings for the purposes of work review and to provide technical expertise to other staff members;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May represent the Commissioner and/or Deputy Commissioner at meetings regarding affordable housing projects as directed.

May perform incidental tasks, as required;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the rules, regulations, and guidelines that pertain to the proper administration of housing 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 contract practices and procedures relating to development, implementation and compliance control; ability to plan, organize and coordinate the activities of diversified units such as neighborhood preservation, urban design, code enforcement, citizen coordination, program administration and fiscal management; ability to interpret and apply rules, regulations and guidelines; ability to conceptualize affordable housing needs and develop programs thereon; ability to establish and maintain cooperative and effective working relationships with outside consultants, financial institutional representatives, citizen advisory groups and public officials; ability to prepare and present 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; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; good judgment; integrity; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school diploma and either: (a) a Bachelor's Degree\* and seven years of experience where the primary function of the position was in housing assistance, housing development, planning or building or community rehabilitation, four years of which must have been in a supervisory capacity.

SUBSTITUTIONS: Satisfactory completion of a Bachelor's Degree\* in Urban or Regional Planning, Architecture, Landscape Architecture, Community Development or Public Administration may be substituted at the rate of 30 credits\* for one year of the required experience. Satisfactory completion a Master's Degree\* in Urban or Regional Planning, Architecture, Landscape Architecture, Community Development or Public Administration may be substituted at the per year of experience for up to two years. A five-year Bachelor's Degree\* in Landscape Architecture or Architecture may also be substituted for one year of the required experience.

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

DEFINITIONS: Housing Assistance is defined as experience directly assisting a family or household with the placement of housing or housing subsidies.

Housing Development is defined as experience in the investment in and/or feasibility, underwriting, or financial structuring associated with the production, development and/or rehabilitation of housing. Appraisals performed for highest and best use in determining development potential of a given property may also be considered housing development.