

## DIRECTOR OF COMMUNITY DEVELOPMENT

GENERAL STATEMENT OF DUTIES: Advises the municipal government with respect to the physical development of the municipality; manages, operates and supervises the activities of the Community Development Program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the municipal management and administration, an incumbent of this class plans, supervises and performs all functions necessary to carry out the Community Development Program for the municipality. The Director of Community Development is responsible for the supervision of all administrative details of the program. Supervision is exercised over professional, paraprofessional, technical and clerical personnel.

### EXAMPLES OF WORK: (Illustrative Only)

Manages the day to day operations of Community Development programs, including general and direct supervision of staff;

Initiates and prepares applications for the various state and federal grant programs. Supervision of said programs when authorized;

Coordinates Neighborhood Loan and Grant rehabilitation projects, the program for assistance to minority merchants and the commercial relocation aspects of Urban Renewal;

Prepares and administers budgets for Community Development and Urban Renewal;

Maximizes cost-effective delivery of service to persons of low & moderate income plus those organizations receiving support from departmental programs;

Reviews for the Planning Board and the Zoning Board, materials submitted and makes recommendations either by report or in person so that the Boards have complete, concise and factual data available;

Makes recommendations in the formulation of policies and procedures for carrying out the planning functions of the municipality;

Prepares programming and continuing analysis and revisions in the comprehensive and/or master plan;

Analyses, studies and recommends development concepts and development controls;

EXAMPLES OF WORK: (Illustrative Only)

Consults with private developers and/or individuals with respect to land use and property development within the municipality;

Consults with public officials within the municipality to ascertain their needs in relation to subdivision processing;

Advises the Municipal Board with respect to zoning changes;

Receives applications for proposed subdivisions for Planning Board;

Maintains liaison with community groups, schools, neighboring and other communities, municipal officials and County officials to secure needed information and opinions;

Prepares reports and sketches of a difficult technical nature pertaining to surveys, studies and projects;

Makes field investigations relating to projects in process;

Supervises the work of professional, technical and/or clerical staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the general principles and techniques used in the fields of municipal and regional planning; thorough knowledge of zoning and subdivision principles, practices and regulations; ability to organize, develop, analyze and interpret both physical and research planning data; ability to present planning data and proposals effectively in both oral and written presentations; ability to organize, direct and coordinate the work of others; initiative; imagination; good judgment; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) graduation from a recognized college with a Bachelor's Degree in Planning, Engineering, Architecture or allied field and two (2) years of experience in the field of state, city or municipal planning, one year of which must have been in a supervisory capacity; or (b) a Master's Degree in Planning, Engineering, Architecture or allied field and one year of experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

Towns, Villages  
Cities of Rye & Peekskill  
J. C.: Competitive

Job Class Code: 0920