

## **ASSISTANT TO THE DIRECTOR OF DEVELOPMENTAL SERVICES**

Code No. 4-03-401  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for assisting the Director of Developmental Services with the overall operations of a town's commercial and residential development department. Duties include assisting with planning and development projects and programs including, but not limited to procurement and grant activities, drafting requests for proposals, coordinating project and department logistical activities, scheduling and preparing draft materials for meetings, conducting research and follow-up activities to meetings, and assisting in administering on-going programs while working closely with private and government organizations. The employee reports directly to, and works under the general supervision of the Director of Developmental Services or other higher level staff member. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists in administering planning and economic development projects and programs including receiving and organizing grant applications for review, preliminary assessments of grant eligibility, grant reporting, interdepartmental coordination, maintaining commercial occupancy data and querying occupancy data);

Assists in developing and providing information to potential businesses or groups who are considering new locations, markets, expansion opportunities and related business development opportunities as well as managing consultant contracts and project scheduling (including typing, assembling, drafting and at times creating materials from scratch);

Assists in coordinating and providing customized economic development proposals for potential businesses or entities to address their specific needs (e.g. expansion, product or market diversification);

Works with clients, internal staff, business, industry, and agency representatives to assist in administering on-going programs;

Oversees logistics of departmental operations such as scheduling, finance, personnel, and communications;

Assists with the development of strategic plans and programs for targeted economic and business development initiatives and implements programs;

Participates in the evaluation of department operations to ensure effective program development, service delivery and administrative operations;

Coordinates with other divisions and departments to ensure interfacing operations are functioning efficiently and effectively;

Coordinates consultant activities;

Conducts surveys of commercial occupancy and maintains an active data set for business placement purposes;

Provides administrative support and office management including but not limited to organizing and preparing agendas for staff meetings and scheduling meetings;

Ensures confidential and sensitive information regarding planning and development projects is not mishandled when responding to telephone calls and emails;

Administers grant programs offered by the town and handles logistics for incoming grant funds.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the functions and objectives of town planning, zoning and economic development operations; good knowledge of office management and record retention; good knowledge of purchasing procedures; working knowledge of State and Federal funding sources related to economic development; working knowledge of the local business climate, the needs of area businesses, existing economic development programs and potential development opportunities; working knowledge of municipal government processes and public administration practices and procedures; working knowledge of local rules, regulations and procedures regarding permits for business expansion and new businesses relating to zoning, land use, and environmental requirements; organizational ability; analytical ability; ability to represent the Town Board to other government officials and private agencies; ability to assist with the development and implementation of strategic planning applications; ability to utilize related software and databases; ability to compile and disseminate data regarding economic development; ability to communicate effectively orally and in writing; ability to establish and maintain effective professional relationships particularly with board members, outside contractors, builders and developers; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a planning or economic development field plus three (3) years paid full-time or its part-time equivalent professional, administrative or support experience in planning, land use planning or economic development in a municipality; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus five (5) years paid full-time or its part-time equivalent experience as described in (A) above; OR,

(C) Seven (7) years paid full-time or its part-time equivalent experience as described in (A) above; OR,

(D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

**SPECIAL REQUIREMENTS:** If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

**ADOPTED:** April 8, 2021