

DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT

Code No. 3-18-310

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a management position responsible for coordinating the activities of Town regulatory boards involved in Community Development projects to ensure the goals and objectives of the Town are met.

The Deputy assists the Director of Community Development administer the day-to-day activities of the department, and represents the Director to public and private officials, residents, developers, attorneys, the media and others. General supervision is exercised over a subordinate staff. The employee reports directly to and works under general supervision from the Director of Community Development. Does related work as required.

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

Represents the Town at a variety of meetings with public and private officials, enunciating agency plans and policy, and providing demographic information;

Communicates with residents, developers, engineers, land surveyors, attorneys, architects, Board members and the media;

Manages and coordinates activities of the Town Planning, Zoning and Environmental Boards related to proposals presented;

Prepares, or works closely with consultants to prepare more complex planning studies;

Reviews and evaluates development proposals for conformance to local regulations and recommends changes for design improvement;

Acts as staff liaison to Planning Board;

Manages proposals to be presented to Boards, conducts research and background studies and makes recommendations;

Assists the Director negotiate projects and communicate Town plans and policies with local, state and federal administrators;

Meets with local community groups and authorities to discuss and determine necessary Board review and recommendations for federal grant applications;

Assists the Director prepare the annual budget.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of federal regulations governing Community Development projects; good knowledge of the goals and objectives of the Town's Community Development program; working knowledge of the principles and procedures of planning; working

knowledge of research principles and techniques; working knowledge of budget preparation and control; organizational skill; ability to communicate effectively with a variety of individuals including residents, developers, attorneys, the media and others; ability to communicate well in writing; ability to represent the Director to various individuals and groups; ability to review and evaluate development proposals; initiative; integrity; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus EITHER:

(A) Four (4) years full-time paid or its part-time equivalent professional experience in planning activities such as housing, land use or environmental planning, economic planning, preparing land use regulations, zoning administration, site design or a related area; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree and two (2) years experience as defined in (A); OR,

(C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: August 30, 1990