

## **DIRECTOR OF COMMUNITY DEVELOPMENT**

Code No. 6-04-034  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for administering a community development department in a town or village. Duties involve providing oversight to vital functions such as building plan review, land use planning and zoning administration, permitting, inspection and compliance, property maintenance code enforcement, animal control and building/fire inspection while managing the development and implementation of the goals, objectives, policies, and priorities for each assigned area. Duties also involve representing the town or village to other town or village departments, elected officials and the community. The employee reports directly to, and works under the general supervision of the Town Supervisor. General supervision is exercised over a subordinate staff. 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.)

Manages community development services and activities including the processing of land use applications and coordinating code compliance and beautification efforts;

Plans, directs, and coordinates the Department's work plan; assigns projects, reviews and evaluates work plans; identifies and resolves problems;

Reviews, prepares and revises the comprehensive plan and zoning code; interacts with community groups, citizens, and businesses involved with planning and zoning related issues; reviews and processes planning and zoning applications; ensures compliance with related laws, codes, regulations, and ordinances;

Prepares public hearing notices and staff reports;

Conducts research and planning studies; prepares a variety of reports on findings, operations, and activities and makes recommendations;

Assesses and monitors workload and systems, identifies opportunities for improvement, and directs and implements changes;

Selects, trains, motivates and evaluates Department personnel; provides or coordinates staff training and works with employees to correct deficiencies;

Meets with the general public on a formal and informal basis to determine program needs;

Confers with local, state and federal officials regarding rules and regulations governing community development;

Interprets federal guidelines for community development projects;

Prepares and submits mandated federal and local reports (including written, graphic and/or statistical);

Plans long-term and short-term community development projects;

Oversees and participates in the development and administration of the Department's budget;

approves the forecast of funds; approves expenditures and implements budgetary adjustments.

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

Thorough knowledge of federal, state and local laws, regulations and codes governing community development projects; thorough knowledge of the operations, services and activities of a comprehensive planning program; thorough knowledge of the principles and practices of regional and urban planning, and zoning administration practices and methods; thorough knowledge of the principles and practices of urban design and neighborhood revitalization; good knowledge of the goals and objectives of a community development program; good knowledge of the methods and techniques involved in program development and administration; good knowledge of municipal budget preparation and administration; ability to apply federal, state and local guidelines to local projects; ability to analyze programs, policies and operational needs; ability to monitor program compliance; supervisory ability; ability to communicate effectively both orally and in writing; ability to establish long and short term plans; ability to establish and maintain effective working relationships; 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 in a planning field such as land use planning, urban planning or similar fields plus five (5) years paid full-time or its part-time equivalent experience in municipal planning or zoning.

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

Monroe County Civil Service Commission

**ADOPTED:** July 21, 1977

**REVISED:** June 19, 1987

**REVISED:** August 30, 1990

**REVISED:** January 7, 2021