

DEPUTY DIRECTOR OF COMMUNITY PLANNING AND DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for coordinating, preparing and implementing plans relative to community development and physical infrastructure of a City. The work also involves responsibility for administering funding and projects specific to improving the quality of life of a City and its neighborhoods. The incumbent works closely with the Director of Planning and Economic Development, City Manager, and various department heads on the preparation, implementation and administration of local, state, and federal funding opportunities. Work is performed under the general direction of the Director of Planning and Economic Development. Supervision is exercised over planning and community development staff as assigned. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Director with the planning, direction and supervision of all activities of the Office of Planning and Economic Development, including but not limited to Planning, Community Development, Capital Projects, and Code Enforcement;

Supervises the activities and staff in a specific functional area(s);

Assists with the preparation of the departmental budget and the annual work plan;

Plans, develops and implements long and short-term planning and community development programs by working closely with the Director and various department heads on grant applications, budgeting, contract compliance, and other related activities;

Administers the local, state, and federal funding for various projects by researching, planning, developing strategies, and allocating funds for community planning and development projects;

Reviews requests for proposals for development and/or planning projects ensuring compliance with Federal and State laws, and local rules and ordinances;

Assists the Director, City Manager and other department heads with identifying potential funding opportunities by researching and keeping abreast of various grant programs available for capital improvement and/ or community development;

Coordinates and implements planning studies on a wide range of complex urban and municipal planning issues in order to maintain consistency with the goals of the comprehensive plan;

Plans, develops and provides oversight of field studies and surveys to collect demographic and other related planning data;

Coordinates the activities of planning staff working on capital improvement and/or community planning projects to ensure consistency with the comprehensive plan;

Provides informational presentations such as project background information to the City Council, general public, various boards and organizations;

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

Thorough knowledge of the principles and practices in administering and monitoring grant funds;

Good knowledge of the principles, methods and techniques used in planning and community development, and municipal planning;

Good knowledge of Federal, State and local laws, policies and programs related to the planning process;

Good knowledge of the sources of funding available for community planning projects;

Ability to develop, administer and monitor grant funding for projects and programs related to planning and community development;

Ability to lead the work of others on projects by providing guidance and oversight of their activities as well as assigning and reviewing their work;

Ability to plan, coordinate and implement planning projects;

Ability to prepare and deliver presentations in a clear, concise and articulate manner;

Ability to communicate effectively both orally and in writing;

Ability to establish and maintain effective working relationships with others;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in planning, landscape architecture, public administration, or a related field and two years (2) of experience in municipal, community or regional planning;
- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in planning, landscape architecture, public administration, or a related field and three (3) years of experience as defined by the limits outlined in (a); or
- (c) An equivalent combination of training and experience as defined by the limits outlined in (a) and (b) above.

Special Certification Desired for Applications:

NYS Code Enforcement Official Certification, consisting of the following courses:

- Introduction to Code Enforcement Practices Part 1
- Introduction to Code Enforcement Practices Part 2
- Inspection Procedures for Existing Structures
- General Construction Principles
- Residential Code of New York State,
- Building Code of New York State