

## **DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for planning and supervising activities and projects in the Office of Planning and Economic Development. The position also involves providing technical assistance to city officials with respect to planning activities, business retention activities, low income housing plans, and represents the City on a variety of planning related organizations and boards. Work is performed under the general direction of the City Manager. Supervision is exercised over the planning and office staff in the department. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, directs and supervises all activities of the Office of Planning and Economic

Development;

Prepares the departmental budget, the annual work plan and oversees the work of

department employees;

Develops policies, procedures and programs for the City's community and economic

development functions to enhance economic growth and activities consistent with

the goals of the City;

Acts as project manager in special and ongoing planning projects including strategic

planning, business retention and low-income housing;

Completes grant applications for Community Block Grant programs, and Federal and

State funding and monitors expenditures of such funds by periodically reviewing

records relating to the grant;

Develops and implements programs in conjunction with city officials to retain, restore

and expand the commercial and industrial tax base and attract new businesses

to the area;

Represents the interests of the City in local, regional and state organizations;

Coordinates the City's economic development activities with existing State, local, Federal, and private development agencies;

Provides information and technical assistance in planning and development as requested by city officials, city departments, businesses and others.

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

Thorough knowledge of the principles, methods and techniques used in economic and community development, municipal planning and promotional activities;

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

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

Thorough knowledge of business and economic conditions of the City;

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

Ability to prepare, review and administer grant proposals;

Ability to plan and supervise the work of others;

Ability to plan, coordinate and implement planning projects;

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

Ability to understand, interpret and analyze complex and detailed written material and quantitative data;

Ability to communicate effectively both orally and in writing;

Ability to establish and maintain effective working relationships with others;

Physical condition commensurate with demands of the position.

**MINIMUM QUALIFICATIONS:**

- (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, public administration, economics, landscape architecture or a related field and five (5) years of experience in planning or economic development; or
- (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, public administration, economics, landscape architecture or a related field and six (6) years of experience as defined in (a); or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.