

MUNICIPAL DEVELOPMENT DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for formulating, coordinating and administering community development. This position involves the responsibility for the overall function of the units involved in development and for the coordination of the work with other departments, businesses, citizens, legislative bodies, the bank and real estate community and independent agencies to foster development, revitalization projects and code enforcement. General direction is received from a higher level administrator. Supervision is exercised over subordinate employees.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Directs activities of those units involved in municipal development such as planning, zoning housing and building;
2. Coordinates and supervises all municipal development activity and is responsible for the quality and quantity of work output;
3. Provides expertise in the areas of grants procedures;
4. Gives presentations and acts as a representative relative to municipal development projects;
5. Makes recommendations and advises elected officials on all matters concerning municipal development;
6. Formulates policy and makes recommendations to elected officials.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the purposes, principles and terminology employed in municipal regional and community planning;

Knowledge of the principles and practices of public administration;

Knowledge of municipal grant regulations and requirements;

Skill in creating and making presentations to promote community development projects;

Ability to communicate and deal effectively with others;

Ability to plan and supervise the work of others;

Ability to understand and interpret complex oral and written information;

Personal Characteristics necessary to perform the duties of the position;

Physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Planning or a related field and three (3) years of technical work experience in municipal or regional planning/ development, one (1) year of which must have been in an administrative or supervisory capacity;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and four (4) years experience as described above;

MUNICIPAL DEVELOPMENT DIRECTOR (Cont'd)

MINIMUM QUALIFICATIONS: (Cont'd)

OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

NOTE: Work experience as described above may be substituted for the education requirements a year-for-year basis.

SPECIAL REQUIREMENT FOR APPOINTMENT:

Possession of a New York State Driver License.

PL0108

ADOPTED: 10/23/01