COMMUNITY DEVELOPMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position in the County responsible for assisting municipalities in implementing development in their community to maintain and enhance the quality of life and economic climate. This position acts as a liaison with the public, not-for-profit and private developers, private consultants and other development entities. The incumbent maintains a high profile and organizes and participates in meetings, and represents the community at local development initiatives. This position establishes rules and regulations pertaining to local development initiatives and works with agencies to enforce these rules and regulations. Work is performed under the general direction of the Commissioner of Planning and Development with wide leeway given for the use of independent judgment. Supervision may be exercised over subordinates. This position may focus on the needs of a local community, in which case supervision will be coordinated with the municipality.

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. Coordinates and oversees development programs including the application process and project administration;
2. Coordinates and conducts outreach to local communities, civic organizations and non-profit groups for development programs;
3. Leads and participates in the adoption of new zoning laws and recommends updates as necessary;
4. Acts as a liaison with the public, private and non-profit developers, and outside agencies on issues related to planning and development;
5. Participates in the development, implementation and evaluation of program policies;
6. Assist municipalities to implement distressed property initiatives;
7. Reviews and prepares recommendations to the planning board and zoning board of appeals with regard to submitted project proposals;
8. Directs and implements studies related to development;
9. Collects, tabulates and analyzes data for public information and departmental reports related to development.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current planning practices, knowledge of federal and state development funding programs, requirements and practices; good knowledge of the needs of local municipalities; good knowledge of contract administration; good knowledge of research methods and techniques; good knowledge of the principles and practices of public administration; good knowledge of various software packages; group motivation skills; ability to communicate effectively, both orally and in writing; ability to understand and interpret complex oral and written information; personnel characteristics necessary to perform the duties of the position; physical condition commensurate with the demands 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 public policy, public administration, planning or a related field;

OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in public policy, public administration, planning or a related field and one (1) year of work experience in the administration of a housing rehabilitation program or two (2) years of administrative experience in the fields of public policy, public administration or planning;

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

SPECIAL REQUIREMENT:

Possession of a valid New York State Driver License at time of appointment.

ADOPTED: 1/26/2016