

DEVELOPMENT DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a management position responsible for the development, growth and enhancement of the City of Poughkeepsie. This position involves the responsibility for the overall function of all divisions of the Development Department: Building, Planning, Social Development and Property Development, as well as the newly established Division of Youth Empowerment and Opportunities. Incumbents will also be responsible for the coordination of the work of these divisions with other city departments, businesses, citizens, neighborhood groups, legislative bodies, the bank and real estate community and independent agencies to foster development, revitalization projects and code enforcement in the city. General direction is received from the City Administrator, while general supervision or general direction is exercised over all employees of the department.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower-level titles in the series. They are 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 the function of the Development Department in areas including Planning, Building, Social Development Zoning and Youth Services;
2. Advises and assists the Mayor, City Administrator and Common Council on all matters concerning the development of the city of Poughkeepsie;
3. Provides assistance to the Planning Board, Zoning Board of Appeals, City Industrial Development Agency, the Common Council and other city boards and commissions;
4. Gathers and provides data and information concerning availability of federal, state and private grants and funds;
5. Formulates policy for recommendations to the Mayor and City Administrator;
6. Seeks professional self-improvement through continuing education, training and seminars.
7. Conducts studies to ascertain the development needs and priorities, and may engage outside consultants in relevant projects including, but not limited to, the City's Comprehensive Plan, Housing Needs Assessment, growth of the city's tax base, and support initiatives for local businesses and matters involving economic development;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES:

Comprehensive knowledge of principles, purposes, terminology and practices of municipal planning;
Thorough knowledge of the problems of urban developments;
Thorough knowledge of the principles of management and administration;
Good knowledge of housing rehabilitation programs and neighborhood revitalization;
Good knowledge of local, state, and federal laws applicable to planning and land use;
Good knowledge of Building and Zoning Ordinances and laws;
Good knowledge of the principles and practices of marketing;
Good knowledge of current economic trends;
Working knowledge of GIS and other mapping platforms;
Ability to direct and coordinate the work of others;

DEVELOPMENT DIRECTOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES: (Cont'd)

Ability to establish and maintain good working relationships with municipal officials, businesses and industry officials and the public;
Ability to present ideas and findings clearly and concisely in written, oral, or graphic form;
Ability to understand and interpret complex oral and written instructions;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (RECOMMENDED):

- EITHER: A) A Master's degree in Planning, Architecture, Civil Engineering, Public Administration or a related area and five years of progressively responsible experience in municipal or regional planning/development, three years of which must have been in an administrative or supervisory capacity;
- OR: B) A Bachelor's degree in Planning, Architecture, Civil Engineering, Public Administration or a related area and six years of progressively responsible experience in municipal or regional planning/development, three years of which must have been in an administrative or supervisory capacity;
- OR: C) An equivalent combination of the training and experience indicated in A and B above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

AM2113
ADOPTED: 9/01/95
REVISED: 6/20/05
 12/7/21