

COMMUNITY DEVELOPMENT ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for formulating, coordinating and administering the County's community development programs and for providing expertise in the areas of project development and financing, and federal grants procedures for community development and housing programs. Work is professional and administrative and involves formulating program policies and preparing the County's annual community development and housing projects covered under the program. Supervision is exercised over professional staff positions and clerical personnel assigned to the Community Development Program.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by positions 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. Formulates operating policies and guidelines for the County's community development programs, including evaluating existing policies and formulating revised policies;
2. Formulates and administers the Community Development budget;
3. Provides expertise in the areas of project development and financing, and federal grants procedures for community development and housing programs;
4. Prepares proposals for future funding of County-Federal cooperative programs and assists localities, non-profits, private developers, consultants in developing project applications;
5. Provides technical assistance to not-for-profit housing groups, private consultants and municipalities regarding housing and community investment opportunities;
6. Directs and implements studies related to housing and community development;
7. Prepares the County's annual community development grant applications;
8. Coordinates and supervises all community development and housing work performed by the Department, being responsible for the quality and quantity of work output;
9. Controls and directs the conduct of consultants employed under various community development grants;
10. Reviews and approves contracts and bills of the community development program;
11. Assigns workloads and supervises all the work of the community development staff for consistency with Department policy;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Federal Community Development Program regulations, including, but not limited to, Community Development Block Grant, HOME Investment Partnership Program and Continuum of Care (CoC) Programs; thorough knowledge of requirements, practices and the process of community development project implementation; thorough knowledge of contract administration; good knowledge of the principles and practices of public administration; 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; initiative and resourcefulness; good judgement; physical condition commensurate with the demands of the position.

COMMUNITY DEVELOPMENT ADMINISTRATOR (Cont'd)

MINIMUM QUALIFICATIONS:

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

- 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 AND at least two (2) years of work experience in the administration of a Community Development Block Grant Program, HOME Investment Partnership Program or New York State Housing program which shall have substantially included grants administration;
- OR: (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and four (4) years experience in the administration of a public service or human service program which shall have substantially included grants administration;
- OR: (D) An equivalent combination of the training and experience within the limits of (A) through (C) above.

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

SPECIAL REQUIREMENT FOR APPOINTMENT:

Possession of a valid driver's license.

PL0303

ADOPTED: 09/16/87

REVISED: 11/16/87

 04/27/89

 08/31/89 (Community Development Program Specialist)

 03/03/90

 04/01/92

 01/22/13