

DEPUTY COMMISSIONER OF PLANNING
FOR HOUSING AND COMMUNITY DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS:

Under direction of the Commissioner of Planning, an incumbent of this position assists in the direction, policy formulation and administration of all planning programs and activities as they relate to housing and community development for Westchester County.

Responsibilities also involve the development of policies and planning for the overall development of open space utilization, flood control, and water/sewer facilities as they relate to neighborhood preservation and housing activities. An incumbent has extensive contacts with key elected and policy making officials of Federal, State, County and local governments as well as consultants and financial institution representatives. Consistent with the provisions of the Westchester County Charter, this position acts generally for or on behalf of the Commissioner of Planning. Full administrative and technical supervision is exercised over a substantial number of professional, technical and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts on behalf of the Commissioner at his/her request or in his/her absence with full authority to commit the Department;

Directs the Housing and Community Development division staff in the establishment of an implementation schedule for various elements of the Housing and Community Development Work Program including neighborhood preservation, urban design, code enforcement, citizen participation, public information, new housing construction, rental assistance contract coordination, program administration and fiscal management;

Directs all liaison activities between participating municipalities and the County to obtain input for program development and implementation;

Reviews staff recommendations for project funding and presents them to the Commissioner, planning and advisory boards, the County Executive, and the Board of Legislators;

Represents Westchester County in meetings with all federal and state agencies to assure maintenance of funding levels and appropriate interpretation of guidelines;

Supervises the maintenance of all records for progress and financial reporting to all funding agencies;

Maintains immediate control over all housing and community development program expenditures;

Addresses community groups and makes statements to the news media to inform the public of program activities in accordance with requirements and as directed by the Commissioner of Planning;

Keeps abreast of developments in the field of housing and community development through participation in the activities of professional associations, conferences, etc.;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the rules, regulations, and guidelines that pertain to the proper administration of housing programs; thorough knowledge of the principles and practices of urban planning; good knowledge of administrative reporting and control procedures associated with budget, personnel, purchasing, and statistical reporting; knowledge of contract practices and procedures relating to development, implementation and compliance control; ability to plan, organize and coordinate the activities of diversified units such as neighborhood preservation, urban design, code enforcement, citizen coordination, program administration and fiscal management; ability to interpret and apply rules, regulations and guidelines; ability to conceptualize affordable housing needs and develop programs thereon; ability to establish and maintain cooperative and effective working relationships with outside consultants, financial institutional representatives, citizen advisory groups and public officials; ability to prepare and present clear, concise, accurate and informative reports, both orally and in writing; ability to supervise others and delegate responsibility; initiative and creativity in making policy recommendations; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; good judgment; integrity; tact; physical condition commensurate with the demands of the position.

DESIRED ACCEPTABLE TRAINING AND EXPERIENCE:

Either (a) a Bachelor's Degree* and seven years of experience where the primary function of the position was in managing housing or community development programs; or (b) a Bachelor's Degree in Urban or Regional Planning, Landscape Architecture, Architecture or a related field and six years of experience as defined in (a).

SUBSTITUTIONS:

Satisfactory completion of 30 credits* towards a Master's Degree* in Urban or Regional Planning, Landscape Architecture, Architecture or Public Administration may be substituted for the above stated experience on a year for year basis for up to two years. Candidates must possess the supervisory experience.

REQUIREMENT:

Accreditation by the American Institute of Certified Planners (AICP) or licensure as a Landscape Architect or Architect.

*SPECIAL NOTE:

Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary degree-granting institution.

West. Co.
J. C.: Exempt†
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Job Class Code: E0382
Job Group: XVII