

ASSISTANT DIRECTOR FOR COMMUNITY AND ECONOMIC DEVELOPMENT
(City of Peekskill)

GENERAL STATEMENT OF DUTIES: Under the general supervision of the Director of Planning and Development, performs moderately difficult and complex duties in the administration of federal, state and locally funded community and economic development programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for the administration of a variety of federal, state and locally funded programs. Programs require the performance of financial analysis, the preparation of contract documents, the development and preparation of federal and state grant applications, and the implementation and contract monitoring of funded projects. In addition, the position also oversees the purchase and disposition of real property. Direct supervision is exercised over department personnel involved with these programs.

EXAMPLES OF WORK: (Illustrative Only)

Develops and implements neighborhood revitalization programs funded under the Community Development Block Grant program, including preparation of applications and support statistical data, preparation of construction bid documents, sub-grantee contract negotiation and monitoring;

Develops and implements economic development activities in the City, including the marketing and sale of City-owned properties and the development of related grant applications for funding under the Urban Development Action Grant program and available state programs;

Supervises the loan application process of participants in the various rehabilitation and development programs;

Provides information to the public and commercial community concerning the various aspects of the rehabilitation and development programs;

Assists in the preparation of the department's budget.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the regulations governing the Community Development Block Grant and Urban Development Action Grant programs; good writing skills; ability to understand complex oral and written directions; ability to get along well with others; initiative and resourcefulness; good judgment; experience with word processing programs preferred; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school course or possession of a high school equivalency diploma and either: (a) graduation from a recognized college with a Bachelor's Degree and four (4) years experience in the administration community and economic development programs; or (b) a Master's Degree in planning, public administration, or a related field and two (2) years experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.