

DEPUTY COMMISSIONER OF COMMUNITY DEVELOPMENT AND CONSERVATION
(Town of Greenburgh)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Commissioner of Community Development and Conservation, the incumbent assists with department operations and in the planning and implementation of administrative procedures for the Town's zoning, planning, conservation, community development and urban renewal functions. The Deputy Commissioner acts for and on behalf of the Commissioner and represents him/her in areas of work as assigned. Supervision is exercised over subordinate personnel including professional, technical and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts for and on behalf of the Commissioner of Community Development and Conservation in all respects;

Assists with the planning and implementation of administrative procedures for the Town's planning, community and economic development functions in accordance with Town policy;

Participates and assists in planning and zoning activities;

Coordinates programs and policies to retain, restore and expand the commercial and industrial tax base of the community;

Prepares and supervises the preparation of applications from various funding sources to secure monies for programs or operations;

Collects, tabulates and analyzes data for use in connection with census statistics and population reports;

Assists in the preparation of a variety of planning statistics, data, designs, records and reports;

Assists in the preparation and monitoring of the department budget; responsible for the preparation of portions of the budget and supporting analysis and reports;

Participates in the development of long range goals of the various components of the department;

Supervises and maintains department records and reports in accordance with town policies;

Keeps abreast of new developments and methodology in the field;

Assists in the recruitment, selection and training of personnel;

Represents the Commissioner at conferences and meetings, as required;

May consult with private developers and individuals with respect to land use and property development;

EXAMPLES OF WORK: (Illustrative Only) (Continued):

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of Federal, State and local regulations and policies as they apply to land use planning and economic development; good knowledge of economic, environmental and planning factors related to community development; good knowledge of modern public administration principles and practices; good knowledge of zoning and subdivision practices; good knowledge of current methods for collecting, analyzing and interpreting statistical data; good knowledge of general principles, terminology and practices used in municipal, regional or community planning; working knowledge of local procedures related to the real estate field and property appraisal practices; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with town officials, business and civic leaders and the public; ability to communicate with others both orally and in writing; ability to present ideas effectively, both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; resourcefulness; imagination; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* in City, Urban or Regional Planning, Public Administration, Geography, or a closely related field and four (4) years of experience where the primary function of the position was in planning or the administration of community and economic development programs, including or supplemented by one (1) year of experience in a supervisory capacity.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Master's Degree* in City, Urban or Regional Planning, Public Administration, Geography, or a closely related field may be substituted on a year for year basis for up to two (2) years of the work experience described above. There is no substitution for the one (1) year of supervisory experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*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.