

ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is specialized position involving assisting the Community Development Director with all program areas relating to economic conditions, business development, and quality of life issues for residents of the City. The incumbent will have responsibility for coordinating the implementation of grants including monitoring the expenditure of funds and tasks to completion, and will prepare or assists in the preparation of grant applications and identifying sources of grant monies. Additionally, an incumbent in this position assists the Community Development Director by performing a variety of administrative duties relating to various Community Development programs, and special projects as assigned.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists the Director in the maintenance of an active list of ongoing and proposed grants, and reports on progress of grant administration to the Director;
- Assists the Director in the implementation of grants and ensuring that administration are complete;
- Assists the Director in ensuring that grant administration is complete and that proper materials are submitted by applicants in a timely manner;
- May assist the Director in conducting preliminary interviews with applicants to determine eligibility for loans and/or grants for various programs;
- In conjunction with the Director, may meet with various community members, departments and officials to discuss the implementation and administrative oversight of approved grants, including but not limited to contract development, program evaluation, accounting procedures to accurately document revenues and expenditures, etc.;
- In conjunction with the Director, may advise applicants and the general public of the general purpose and objectives of various aspects of community development programs;
- May prepare or assist in the preparation of grant proposals including but not limited to preparing budgets, composing narratives, and gathering supporting data from internal and external sources;
- Assists in the preparation of documents for loan closings;
- May assist the Director in the preparation of grant proposals including, but not limited to, preparing budgets, composing narratives, maintaining spreadsheets of expenditures for reimbursement under state and federal programs, and gathering supporting data from internal and external sources;
- At the request of the Director, works closely with grant recipients to ensure that grants are being executed effectively and pursuant to established objectives and agreements;
- Carries out special projects and studies at the request of the Director;
- Reviews incoming correspondence and telephone calls and provides information, assistance and referrals to public;

- May assist the Director in interfacing with other local, State and Federal agencies on behalf of the City, in writing, in person and on the telephone;
- Operates office equipment such as telephone, fax machine, personal computer, scanner and copying machines.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of administration and fiscal accounting, monitoring and control; Good knowledge of Federal, State and local laws, regulations and policies as they apply to the administration of grants; Working knowledge of the resources available for seeking funding; Ability to establish and maintain effective work relationships with municipal department heads, municipal officials and grantor agency personnel; Ability to communicate effectively both orally and in writing; Ability to prepare detailed and complex, technical written material including grant applications and reports; Ability to research grant opportunities; Ability to understand and interpret complex oral and written information including regulations, policies and procedures, especially as they pertain to grant application, implementation and oversight; Resourcefulness and initiative; Sound professional judgment, tact and integrity.

MINIMUM QUALIFICATIONS: EITHER:

- a) Graduation from a regionally accredited or New York State registered college with a Bachelor's Degree in Business, Urban Planning, Environmental Planning, Finance, or a related field and three (3) years of experience in the field of community development, planning or in an agency dealing with governmental regulations and program applications and reimbursements; **OR**
- b) Graduation from a regionally accredited or New York State registered college with an Associate Degree in Business, Urban Planning, Environmental Planning, Finance, or a related field and five (5) years of experience in the field of community development, planning or in an agency dealing with governmental regulations and program applications and reimbursements; **OR**
- c) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience as in (a) above; **OR**
- d) A satisfactory equivalent combination of the foregoing training and experience as indicated in A, B, and C above.

Adopted: CSC 08/16/19 (ANTICIPATED)

Jurisdictional Classification: Competitive