

**DEPARTMENT:**  
**CLASSIFICATION:**  
**APPROVED:**

**CITY OF NORTH TONAWANDA**  
**NON-COMPETITIVE APPROVED BY NYSCSC 09/09/2008**  
**JUNE 2, 2014**

**COMMUNITY DEVELOPMENT DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning and directing the activities of the Office of Community Development, including the coordination, implementation and execution of general policies and direction of the City and of such state and federally funded programs in which the City participates. The incumbent is charged with overseeing the implementation of projects funded through the Community Development Block Grant (CDBG) while maximizing customer service and local government flexibility. The incumbent is responsible for maintaining a confidential relationship working in conjunction with the Mayor and the City Common Council; assuring the efficient and expeditious investment of public funds; assuring effective technical assistance in the planning and use of such funds locally in meeting the Department's mission, federal objectives, and the community development needs of beneficiaries; assuring compliance with all federal and state laws and requirements; assuring the timely accountability of expenditures of all resources; and for utilizing a risk management approach to assure that Community Representatives provide high quality technical assistance and customer service. General supervision is provided to subordinate staff. The work is performed according to established federal and state guidelines and procedures with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. The incumbent reports to the Mayor. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Markets the economic development plan of the City to businesses and civic leaders;
2. Initiates and directs comprehensive programs involving activities concerning the development of properties within the community;
3. Coordinates the expenditures of Department related funds;
4. Serves as liaison between the city and the community and is responsible for public relations with regards to community development projects and initiatives;
5. Inaugurates and directs programs to retain, restore and expand the commercial and industrial tax base of the City;
6. Prepares and submits applications made by the City for special funded revenue sharing programs;
7. Directs the preparation of progress and financial reports on aspects of the program as required by applicable state and federal agencies.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the provisions, implementing regulations and interpretations of relevant federal and state statutes, especially the CDBG; thorough knowledge of program management methods as they relate to developing policies, procedures and budgets; good knowledge of financial management and procurement guidelines and procedures; ability to plan, direct, supervise and evaluate the work of a professional staff; ability to communicate effectively both verbally and in writing; ability to effectively manage multiple priorities and work within a team environment; ability to design and conduct training workshops and to deliver technical presentations; ability to use a personal computer and appropriate software applications to manage and report program data; ability to maintain and prepare complex records, activity control records and to prepare detailed reports; ability to understand and follow detailed oral and written instructions; industry and dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in business administration, public administration, social sciences, planning or a closely related field **and** three (3) years of full-time paid experience in a management capacity administering Community Development Block Grants, Economic Development Programs, and related activities.