

URBAN RENEWAL DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: Is responsible for the development, management, and coordination of Community Development programs, including the Downtown Revitalization Initiative, Community Development Block Grants (CDBG), and HOME programs. This position includes maintaining regulatory compliance, program effectiveness, and client satisfaction. The position plays a lead role in prospecting and writing applications for new federal, state, and private grant opportunities. The work is performed under the direction of the Chief Elected Officer. Performs other duties as assigned.

EXAMPLES OF WORK: (Illustrative only)

- Provides oversight and management for activities under community development programs;
- Ensures compliance with federal, state, and city regulations and requirements;
- Ensures benchmarks and outcomes are met and implements corrective action as needed;
- Prepares and reviews various reports and budgets;
- Facilitates and documents public progress on activities, draft agreements, environmental reviews, and regulatory compliance requirements;
- Provides oversight and technical assistance to sub-recipients and grantees;
- Leads community outreach and data collection activities for the development of consolidated plans, action plans, and other plans as assigned;
- Serves as a liaison to foster relationships with non-profit and government partners;
- Researches, writes, and administers grant opportunities that further economic and community development goals;
- Attends board meetings and provides professional advice as needed;
- Coordinates and collaborates with team members on various urban renewal activities.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Thorough knowledge of principles and practices of urban design, construction, planning and finance; Thorough knowledge of principals and legislative constraints affecting municipal planning and development, building, and housing regulations; Thorough knowledge of economics, law, municipal finance as they apply to planning; ability to create and implement a strategic plan; ability to use independent judgement and discretion to solve complex problems; ability to communicate to a diverse variety of individuals including citizens, planning and construction professionals, and public officials; Initiative; resourcefulness; tact; good judgement.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in business, public administration, social sciences, or related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in business, public administration, social sciences, or related field AND two (2) years' experience with federal, public and/or private grant program administration; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma AND four (4) years' experience with federal, public and/or private grant program administration.