

ASSISTANT TO THE DIRECTOR (COMMUNITY DEVELOPMENT)

DISTINGUISHING FEATURES OF THE CLASS: This is specialized professional and administrative work involving responsibility for coordinating and monitoring special projects and programs within the Office of Community Development as well as assisting the Director with the development of policies and procedures and various confidential and administrative functions. The incumbent of this position may act as a "Deputy", as needed. The work is performed under the general supervision of the Director of Housing and Community Development. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and implements policies and procedures to ensure compliance with local, state, and federal regulations and laws regarding a variety of affordable housing programs;

Acts as liaison to local federal agencies, as assigned by the Director;

Makes recommendations to the Director for the resolution problems, to develop responses to community organizations regarding sensitive matters, to develop departmental procedures and processes, etc.

Coordinates services and resources in order to ensure compliance with regulations and laws and ensure that clients receive the most appropriate services in a cost effective manner;

Reviews a variety of documents (e.g. contracts for architects and engineers, bid documents, contracts for construction work, leases, etc.) for compliance with applicable regulations (e.g. HUD, Section 8);

Advises municipalities concerning federal, state and local laws and regulations applicable to the programs administered by the Office of Community Development;

Assists in the preparation of procedures and guidelines for the various programs administered by the Office of Community Development by gathering information and making effective recommendations;

Provides input into the preparation of annual Community Development Block Grant application;

Attends public meetings to provide information on the housing programs;

Monitors program performance for compliance with federal, state and local laws, including Equal Employment Opportunity and Affirmative Action procedures;

Attends pre-construction conferences with contractors to explain requirements of the various programs;

Assists in the preparation of appropriate fiscal and programmatic controls Screens and follows up on telephone calls and inquiries and directs inquiries to appropriate staff for the resolution of problems and in order to assure the effective provision of services;

Acts on behalf of the Director, as assigned;

May represent the Director at various meetings, forums and legislative proceedings, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Rockland County government services, community organizations, and housing-related services*; thorough knowledge of the policies and procedures related to programs administered by the Rockland County Office of Community Development (e.g. HUD, Section 8)*; good knowledge of appropriate practices and procedures in the administration of a government housing program; ability to develop policies and procedures for community development programs and initiatives; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with others; ability to prepare reports and other materials from general instructions.

(over)

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of responsible work experience (e.g., paraprofessional, technical, or professional; not entry-level clerical) in public community development, urban renewal, or housing programs (e.g., experience as a private real estate agent would not be qualifying experience).

Note: An Associate's degree or higher may be substituted for two (2) years of the required experience.

*To be demonstrated during the probationary period.