

## **DIRECTOR, COMMUNITY DEVELOPMENT\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative work of a complex nature involving responsibility for the administration, coordination and contractual obligations of the Housing and Urban Development programs available to the County. The work is performed under the general supervision of the County Executive. Supervision is exercised over a small number of technical and/or clerical personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises and has responsibility for the activities and services of the Community Development Block Grant Program and programs administered by the Office of Community Development;  
Recommends policies to the County Executive;  
Reviews a variety of documents (e.g. contracts for architects and engineers, bid documents, contracts for construction work, leases, etc.);  
Advises the County Executive and municipalities concerning federal, state and local laws and regulations applicable to the programs administered by the Office of Community Development;  
Directs and/or is liaison contact for municipalities and the County to obtain input for program development and implementation;  
Prepares procedures and guidelines for the various programs administered by the office;  
Prepares the annual Community Development Block Grant applications;  
Attends public meetings to provide information on the programs administered by the office;  
Responds to public inquiries and complaints and assists with recommendations and/or alternative solutions;  
Prepares administrative and program budgets;  
Monitors program performance for compliance with federal, state and local laws, including equal employment opportunity and affirmative action procedures;  
Prepares a variety of reports, including the Grantee Performance Report;  
Attends pre-construction conferences with contractors to explain the requirements of the program;  
Initiates and maintains appropriate fiscal and programmatic controls;  
Directs and manages department staff and establishes employee performance standards;  
May draft resolutions for the County Legislature and municipalities in connection with the programs administered by the office.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the rules, regulations, guidelines and directives pertaining to the administration of the federal and state Community Development programs; good knowledge of appropriate practices and procedures in the administration of a specialized program, such as the Community Development Block Grant Program; good knowledge of community development; ability to provide appropriate interpretation of rules, regulations, laws and guidelines; ability to deal successfully with a variety of individuals and groups (e.g. municipal officials, contractors, governmental agencies, the public, financial institute representatives, citizen advisory groups); ability to communicate effectively, both orally and in writing; ability to prepare a variety of reports.

**MINIMUM QUALIFICATIONS:** Qualifications determined by the appointing authority.

\*This reflects a retitling of Director of Housing and Community Development.

R.C.D.P. (12.19.1991) 02.27.2019  
PJC/Exempt