

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

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative work of a complex nature involving responsibility for the administration, day to day operations, coordination, and contractual obligations of the Housing and Urban Development (HUD) programs available to the County. This position requires a broad scope of independent judgement and policy-making responsibility. The work is performed under the general supervision of the County Executive or his/her designee. Supervision is exercised over 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 (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 acts as liaison contact with HUD 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;  
Directs the delivery, development, design, and improvement of new/current training used in instructing subrecipients on program requirements, submission procedures, capacity building and increasing program effectiveness;  
Reviews and assess subrecipient performance and monitors and evaluates grant recipients;  
Collaborates with local communities by proactively participating in onsite meetings with subrecipients including a variety of local officials, stakeholders, general public, and other interested parties;  
May assist in drafting resolutions for the County Legislature and municipalities in connection with the programs administered by the office;  
May seek additional funding sources for Community Development related initiatives;  
May attend meetings and conferences as assigned by the County Executive or his/her designee.

### **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 written material, including a variety of reports; ability to understand and interpret complex written material.  
(over)

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

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

R.C.D.P. (03.10.2021) 11.05.2021  
Exempt