

DEPUTY DIRECTOR OF TOWN PLANNING

DISTINGUISHING FEATURES OF THE CLASS: The incumbent performs moderately difficult and complex duties in the administration of the Housing Choice Voucher (HCV) and Community Development Block Grant (CDBG) programs. The position has responsibility for identifying, applying for, and administering state and federal grants for the Town of Union. This position differs from that of Community Development Coordinator due to the more complex nature of involvement with the multiple Planning Department programs. The work is performed under the general supervision of the Director of Town Planning with leeway allowed for the use of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and administers all aspects of the CDBG program;
Monitors CDBG Sub-Recipients including but not limited to public service agencies, construction projects and contractor compliance with program guidelines;
Assists in the preparation of the annual CDBG Consolidated Annual Performance & Action Report (CAPER), Annual Action Plan (AAP) and the HCV Section Eight Management Assessment Program (SEMAP);
Reviews and processes First Time Home Buyer and Home Improvement applications;
Conducts HCV HQS inspections under the guidance of the HQS Lead Inspector;
Provides technical support to the Planning Department and HCV staff;
Maintains current HCV files and assists in their annual inspections;
Works with the Planning Department and the HCV staff as needed to complete various projects, meet deadlines and maintain Planning Department programs;
Performs grant writing and grant administration;
Assists with the preparation and implementation of the department budget;
May conduct monitoring visits, completing HCV HQS inspections, processing program applications and screening of applicants, and participating in the annual audit of all related programs.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the Federal, State, and local regulations and laws regarding CDBG and HCV programs;
Good knowledge of federally administered funding programs
Good knowledge of personal computers and office equipment;
Good knowledge of word processing, database management, spreadsheets and other basic computer software applications;
Good knowledge of local geography;
Working knowledge of Geographic Information Systems (GIS);
Ability to interpret and apply policies and practices as applicable to Federal standards;
Ability to prepare grant applications and to meet reporting requirements;
Ability to conduct independent research on related topics;
Ability to understand and follow complex oral and written instructions;
Ability to communicate clearly and concisely both orally and in writing;
Ability to interact with the public and public agencies;
Ability to plan the work of others;
Ability to communicate appropriately with professionals, funding sources, neighborhood groups and the general public;
Ability to operate a variety of automotive and construction equipment;
Ability to prepare special period planning and HUD reports;
Ability to exercise discretion and sound judgment;
Ability to work independently;
Good organizational skills; Good judgment;
Tact and courtesy; Initiative and resourcefulness.

MINIMUM QUALIFICATIONS:

- A) Possession of a Bachelor's Degree* or higher in Planning, Public Administration or closely related field and two years of experience in the administration of community or subsidized housing programs;

- B) Possession of an Associate's Degree* or higher in Planning, Public Administration, or closely related field and four years of experience in the administration of community or subsidized housing programs;

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C) Graduation from high school or possession of a general equivalency diploma and six years of experience in the administration of community or subsidized housing programs;

D) An equivalent combination of training and experience as defined by the limits of A), B), and C) above.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license appropriate to the vehicles operated.

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www/cs/ny/gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.