



JOB POSTING

Director of Planning and Community Development

Minimum Qualifications: See attached job spec.

Department: CD & Planning

Minimum Salary: \$65,000/negotiable based on experience

Work Schedule: 35 hours per week

If interested, please submit application to the Personnel Office.

DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT

Distinguishing Features of the Class:

The person in this leadership position is charged with overseeing federal programs and town planning including the Community Development Block Grant program and Section 8 Housing Choice Voucher Program. The Director is responsible for collaborating with nonprofit and for-profit organizations, government leaders, private developers, interest groups, the public, and other agencies. Responsibilities include fiscal accountability, program quality, regulatory compliance, coordination, implementation, and management of programs in accordance with respective standards, policies, procedures, and applicable local, state, and federal regulations.

Completes related work as required.

Job Responsibilities:

- Oversee Community Development Block Grant (CDBG) allocation to the town and manage all associated programming including but not limited to: public services assistance, public facilities improvements/infrastructure projects, demolition projects, economic development technical assistance, housing rehabilitation and first time home buyer programs, citizen participation, fair housing outreach, and general program administration and oversight; includes ensuring sub-recipient compliance to regulations
- Oversee Community Development Block Grant Coronavirus (CDBG-CV) funds allocated to the town through the CARES Act and all associated programming including but not limited to: assistance programs to renters, homeowners, businesses and non-profits; conduct needs assessments to determine changing needs regarding COVID-19 and associated CDBG-CV funds and eligible activities
- Oversee and support management of the Town of Union Planning Board
- Oversee Town of Union Housing Authority and Housing Authority fiscal management
- Oversee all staff management for Department of Planning & Community Development
- Serve as Executive Director of the Section 8 Housing Choice Voucher (HCV) program; includes management of CARES Act funds specific to HCV program to prevent, prepare for, and respond to coronavirus; includes serving as the Fair Hearing officer for informal hearings and reviews; includes serving as administrator for all HousingPro software operations
- Serve as the Certifying Environmental Officer for environmental reviews for all projects funded through federal programs; includes State Environmental Quality Review Act (SEQRA), HUD Environmental Assessments (EA), and National Environmental Policy Act (NEPA) reviews
- Represent the Town of Union on the Broome-Tioga Storm water Coalition
- Work collaboratively with the Senior Planner, Comptroller, Deputy Commissioner of Public Works/Code Enforcement, Director of Economic Development/Local Development Corporation, Commissioner of Public Works, and other department heads to ensure clear communication regarding projects under jurisdiction of the Department of Planning & Community Development
- Prepare and submit monthly, quarterly, annual reporting for the Department of Planning & Community Development including but not limited to: Integrated Disbursement and Information System (IDIS), Real Estate Assessment Center (REAC), Financial Assessment of Public Housing (FASS-PHAS), Voucher Management System (VMS), Public Housing Information Center (PIC), Section Eight Management Assessment Program (SEMAP), Consolidated Annual Performance and Evaluation Report (CAPER), and assist Comptroller's office with Single Audit
- Prepare strategic plans for town planning and federal programs including but not limited to: CDBG Five-Year Consolidated Plan, CDBG Annual Action Plan, PHA Annual Plan, Analysis of Impediments to Fair Housing Choice, and Comprehensive Plan; includes data analysis, researching unmet needs in the community and evaluation of proposed project eligibility and alignment with plan priorities
- Prepare annual and 5-year cycle Community Rating Survey for participation in the National Flood Insurance Program

- Responsible for meeting all public participation and public notice requirements for federal and town programs including; community engagement for the development of Consolidated Plans, Annual Action Plans, Comprehensive Plan and preparation and submission of public notices to the local newspaper and posting to the town webpage
- Manage department specific pages on the Town of Union webpage including: Planning, Community Development, HUD Rental Assistance, and Flood Information
- Prepare and submit all necessary memos/ resolutions as required for consideration by the Town Board
- Develop relationships and collaborate with key stakeholders; responsible for coordination of planning/zoning projects within the Town Of Union; coordination with other governmental agencies, non-profits, developers, residents, and municipalities
- Attend work sessions as needed by the Town Board, typically a bi-monthly basis
- Attend Planning Board meetings, typically the second Tuesday of the month
- Research grant and funding opportunities; support, write and/or submit grant applications for town initiatives including community development projects
- Prepare and submit Requests for Proposals (RFP), Requests for Quotes (RFQ), and formal bids, as relevant to community development projects
- Develop and oversee projects from start-to-finish including but not limited to procurement procedures, budgets, negotiation and preparation of contracts, checking certified payroll, and coordination of closings for property acquisition
- Maintain overall responsibility for development and management of departmental budgets to assure spending is on target; prepare funding requests and budget modifications keeping within prescribed timeframes and contractual regulatory compliance
- Create and review reports for purposes of monitoring compliance and progress with regulations/standards on goals and objectives
- Write narratives and submit applicable forms for federal grant management including SAM.gov

Full Performance Knowledge, Skills, Abilities, and Personal Characteristics:

- Ability to understand, interpret and apply municipal, state, and federal regulations, zoning and land use controls, grant writing, and budgeting
- Field experience with mapping, ArcGIS, and ESRI software
- Ability to prioritize multiple tasks, follow projects through to completion, work with minimal supervision, and communicate clearly and effectively
- Ability to organize, prioritize, meet deadlines, and initiate projects
- Must be calm, flexible, and organized with the ability to exhibit professionalism and good judgement in high stress situations
- Demonstrate accuracy, documentation, records retention, time management, and organizational skills
- Ability to problem solve, assess, and monitor performance and to make improvements or take corrective actions
- Ability to delegate and demonstrate responsibility and authority
- Ability to communicate clearly with all levels of staff, management, Board, Community partners, and elected officials
- Must understand the importance of developing service flow that results in positive outcomes
- Must demonstrate commitment to community-based development and engaging in active community visioning for development
- Comprehensive knowledge of the purposes, principles, methods, and terminology of data used in community planning and economic development; ability to use data collection and analysis for comprehensive presentations and written narratives
- Ability to interact with complex socioeconomic and cultural backgrounds

- Demonstrate/understand good fiscal responsibility in developing and managing budgets, property acquisition, and plan development
- Must have computer skills to perform efficiently
- Ability to communicate effectively and work cooperatively with the public, peers, partners, subordinates, and management team including but not limited to oral and written communication, telephone skills, and interdepartmental involvement
- React to change productively and promote change in support of town growth
- Ability to adapt management style to different personalities.

Department Operations

- Display general knowledge of departmental operations
- Maintain and contribute to the smooth flow of activities for the programs' and department's effective provision of services
- Research, plan, develop and evaluate measured program outcomes
- Display leadership abilities, promote team building, and motivate staff for optimal performance
- Assist with the recruiting and selection of new staff
- Ensure that processes, training, progressive discipline, performance, and termination of staff follow Town of Union policies and procedures
- Schedule and facilitate regular team meetings and individual meetings with staff to discuss goals and challenges
- Prepare purchase orders through MUNIS/Tyler
- Work with Comptroller to complete voucher drawdown requests in federal online systems
- Prepare annual budget for Department of Planning
- Instruct and promote the maintenance of a safe, accident free work environment

Professional Development and Physical Demands of Position

- Keep current and knowledgeable of new technologies, information, trends, regulatory changes, and events
- Seek guidance in areas as needed
- Maintain professional relationships with various agencies, committees, organizations, and the public in local, state, and federal arenas to foster coordinated and integrated services
- Share knowledge and information of existing area resources and services
- Act as conduit for information, promote innovation at all levels, effective advocate for the Town of Union and vulnerable, low-income populations
- Typical office work and conditions
- Sit at desk for extended period of time
- Prepare paperwork, input/examine/retrieve data on a computer
- File, make photo copies, lift and distribute materials and supplies
- Sometimes requires travel including but not limited to: conferences, trainings, and work-site visits

Minimum Qualifications:

A) Graduation from a New York State registered or regionally accredited college or university with a Master's Degree in public administration, planning, architecture, landscape architecture, environmental studies, geography, natural resources or related field; OR

B) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree in public administration, planning, architecture, landscape architecture, environmental studies, geography, natural resources or related field and a minimum of one year of experience in municipal, county, community, regional or transportation planning; OR

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

Minimum Starting Salary - \$65,000 / negotiable based on experience

Potential Starting Date - 7/6/21