

The City of Oneonta is currently accepting applications for a Deputy Community Development Director. This management position will work with the Community Development Director, various city departments, and the public in the areas of city planning and development, and grant acquisition and management. This position may be filled on a provisional basis pending completion of civil service requirements. A full job description and job application may be found at www.oneonta.ny.us/personnel. Interested candidates may submit a cover letter, completed application, and resume via email to personnel@oneonta.ny.us. EOE

DEPUTY COMMUNITY DEVELOPMENT DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for assisting the Community Development Director with the general administration and supervision of the Community Development Department, and for planning, developing, supervising and directly participating in economic development, community development, grant preparation and administration, environmental review, land use, historic preservation, neighborhood preservation and site plan review strategies, programs, activities and projects for the City of Oneonta. The Deputy Community Development Director serves as staff support to the City boards, commissions and committees as assigned. The Deputy Community Development Director serves as the Community Development Director's representative as assigned and may assume the Community Development Director's responsibilities in the Director's absence. The work is performed under the general direction of the Community Development Director with considerable leeway allowed for the exercise of independent professional judgment in planning, organizing and directing various projects. Direct supervision may be exercised over professional and clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES (ILLUSTRATIVE ONLY):

- Supervises and prepares complex development plans and proposals, using understanding of state and local land use laws including site plan review, SEQRA, subdivision regulations, zoning and related laws and regulations in project review to further the City's goals;
- Supervises and prepares planning and development strategies, programs and projects for the City; works with Director to analyze and recommend alternative planning and development strategies to the Mayor, Common Council and the Planning Commission;
- Supervises and prepares of applications for federal, state and other grants and represents the City in negotiations with granting agencies;
- Reviews and supervises major development proposals with public and private sector developers;
- Represents the City in coordination and formulation of intermunicipal projects, programs and agreements;
- Assists the Director with departmental administration including establishment of work program, setting of priorities, supervision of employees, and general administrative duties;

- Prepares and supervises preparation of consultant contracts for various planning and environmental studies; solicits and evaluates proposals; acts as City representative during execution of contract; manages contracts and projects;
- Supervises and may prepare various planning and development studies including land use, neighborhood analyses, demographics, surveys, transportation planning and environmental studies;
- Coordinates departmental project review and comprehensive planning activities with other City departments;
- Meets with public, elected and appointed officials on planning and development projects, programs and strategies, project reviews, intermunicipal agreements, consultant contract administration, etc.;
- Attends meetings of boards, commissions and committees as City representative in project review, grants and other related projects and programs; represents the City in discussions with developers, other municipalities, granting and reviewing agencies;
- Serves as the Director of Community Development in the Director's absence and/or as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices, techniques and terminology involved in city and regional planning; thorough knowledge of zoning and subdivision principles and requirements, with an understanding of their legal basis and the administration of regulatory controls; thorough knowledge of the sociological, economic, environmental, engineering, design and research factors involved in City planning; thorough knowledge of the principles, practices and terminology of land use planning, neighborhood analysis, demographics, landscape architecture and environmental studies; thorough knowledge of current methods for collecting, analyzing and interpreting statistical data; thorough knowledge of research methods and techniques; ability to make professional judgments requiring advanced technical knowledge and skills; ability to communicate ideas and deal effectively with community groups and others; ability to prepare clear and accurate reports and to make oral and written presentations of ideas; ability to plan and supervise the work of others; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (EITHER):

- a) Graduation from a regionally accredited or New York State registered college with a Bachelor's Degree or higher in Business, Urban Planning, Environmental Planning, Finance, or a related field and three (3) years of experience in the field of community development, planning or in an agency dealing with governmental regulations and program applications and reimbursements; OR
- b) Graduation from a regionally accredited or New York State registered college with an Associate Degree in Business, Urban Planning, Environmental Planning, Finance, or a

related field and five (5) years of experience in the field of community development, planning or in an agency dealing with governmental regulations and program applications and reimbursements; OR

- c) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience as in (a) above; OR
- d) A satisfactory equivalent combination of the foregoing training and experience as indicated in A, B, and C above.

Adopted: CSC 09/22/21

Jurisdictional Classification: Competitive