



Director of Community Development

Non-Competitive Appointment – No Civil Service Exam Required

Salary Range: \$71,407 - \$84,849

Excellent Benefit Package

DISTINGUISHING FEATURES OF THE CLASS:

Manages the program implementation of the Community Development Block Grant and manages, processes, and reports on the outcomes and expenses of the programs of this federal grant. This position also provides outreach to the Small Business Community, the Film Industry and Tourism in the City of Newburgh. It provides the linkage between the City Manager and City Council offices and the public. The work involves personal contact with a variety of residents, employers, public and private agencies and officials. As Director of Community Development the incumbent must independently initiate and oversee the application of policies that require a high degree of professional judgment. The work is carried out in accordance with procedures prescribed by Federal and State officials and with the assistance of Federal and State funds under direction of the Director of Planning and Development.

EXAMPLES OF WORK: (ILLUSTRATIVE ONLY)

- Interface with the community in the development of programs that meet the national objectives of the CDBG grant. Market developed programs through outreach and communication.
- Draft reports for submission to HUD.
- Represents the City at relevant federal, state, regional and local meetings.
- Initiates, coordinates and supervises the development of grant proposals across departments of City government. Maintains grant related inventories and monitors and manages grant budgets and reporting.
- Creates, develops and presents tourism related programs and activities. Develops press releases and maintains inventory of best practices.
- Manages all film requests for support in filming in the City of Newburgh.
- Provides outreach to small businesses throughout the City of Newburgh. Provides day-to-day assistance and guidance to businesses and assists merchants to maneuver through City regulations and issues that may arise as a result of doing business in the City.

- Develops and maintains relationships with contacts at various City agencies to provide necessary advocacy and/or assistance for businesses. Coordinate meetings, set up workshops and seminars, work closely with City agencies to ensure proper coordination of services, etc.
- Provides technical assistance to participating existing businesses, home-based, start-up and micro businesses in accessing financing, training and/or business incentives as needed.
- Assist in the planning and implementation of business attraction and retention programs.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

In-depth knowledge of State, Federal and granting agency guidelines and regulations is required. Working knowledge of the City tax structure, governmental operations, laws and related rules. Working knowledge of the methods and techniques used in public relations and promotion activities. Working knowledge of the lay out of the City. Ability to express ideas clearly and concisely, both orally and in writing. Ability to develop imaginative and practical approaches in promoting industrial development. Ability to establish and maintain an effective working relationship between prospects, public officials and the public. Ingenuity, tact, courtesy, initiative, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Master's Degree in Business Administration, Public Administration, Management of Industrial Relations, or appropriately related field and two years of progressively responsible experience in economic development, business development, real estate, public relations or appropriately related field, OR
- B. Bachelor's degree and four years of experience as described above.

Send resume with cover letter via email to mmills@cityofnewburgh-ny.gov through August 31, 2015.

The City of Newburgh is an Equal Opportunity Employer.

www.cityofnewburgh-ny.gov