

DEPUTY COMMISSIONER OF DEVELOPMENT AND PLANNING

DISTINGUISHING FEATURES OF THE CLASS: The Deputy Commissioner of Development and Planning reports to the Commissioner of Development & Planning. The incumbent has full authority to act on behalf of the Commissioner in his/her absence. The incumbent will assist the Commissioner in managing, directing and implementing the Department's policies and programs. The Deputy will be assigned specific management responsibilities related to the operations of the divisions of the City Planning Office, Albany Community Development Agency and the Economic Development Division. This class assists in the design, enhancement and implementation of a comprehensive economic development program, and appropriate marketing strategies, to promote, attract, retain and expand businesses, and preserve and increase the property tax base and employment opportunities in the City of Albany.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Acts for the Commissioner in his/her absence and represents the Commissioner in an official capacity as required on all departmental matters;
- Assists in the planning and development of policies, procedures, and programs for the City's community and economic development functions to enhance economic growth;
- Assists in the development and implementation of programs to retain, restore and expand the commercial and industrial tax base, facilitating their expansion by keeping them aware of state tax and training incentives for expansions, and technology transfer programs to improve their production techniques to make them competitive;
- Plans, develops and implements economic development promotional activities in order to attract new development to the City by various means: phone calls, direct mail, targeted marketing initiatives, trade show participation, site inspections, magazine and journal articles, etc.;
- Oversees and/or prepares budgets for economic development programs, setting goals, monitoring performance and providing fiscal oversight as needed;
- Gathers information and prepares reports on sensitive economic development matters and projects for presentation;
- Coordinates activities of staff and programs to prevent overlapping or duplication of functions and responsibilities;
- Consults with local governments and organizations, as well as private developers and individuals, regarding economic development issues, including land use and property development;
- Identifies resources from state, federal and local sources related to job creation, retention and attraction;
- May participate in financial negotiations affecting economic development, and may assist in the development of leases, contracts, and loan programs for business firms;
- Does related work as required.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the methods and techniques used in economic and community development, promotional and public relations activities;
- Thorough knowledge of Federal, State and Local laws, policies and regulations as they apply to urban renewal, assisted housing, and economic development;
- Good knowledge of economic, environmental and planning factors related to economic and community development;
- Good knowledge of current Federal and State economic development programs;
- Good knowledge of the business and economic conditions of the City of Albany;
- Good knowledge of the employment conditions and trends of the local labor market;
- Knowledge of the general principles, terminology and practices used in municipal or community planning;
- Skill in writing and preparing presentations;
- Ability to communicate effectively, both orally and in writing;
- Ability to conduct verbal presentations, expressing ideas clearly, concisely and in an articulate manner;
- Ability to establish and maintain effective working relationships with business, industrial, and government representatives;
- Ability to supervise a professional staff;
- Initiative;
- Resourcefulness;
- Integrity;
- Tact;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Possession of a Master's Degree from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees in planning, architecture, civil engineering, environmental studies, or a closely related field and three (3) years professional experience in municipal, community or regional planning; **OR**
- B) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelors Degree in planning, architecture, civil engineering, environmental studies, or related field and four (4) years full time paid experience including supervisory experience; **OR**
- C) Any equivalent combination of training and experience as defined by the limits of (A) and (B).