

DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: The Deputy Director of the Housing & Community Development reports to the Director. The incumbent has full authority to act on behalf of the Director in his/her absence. The incumbent will assist the Director in managing, directing and implementing the Agency's policies and programs. The Deputy will be assigned specific management responsibilities related to the operation of the agency. This position's responsibilities include assisting the Director in developing and monitoring housing initiatives and programming, establishing policies and procedures and supervising staff within the Division of Housing & Community Development. Since this entire Division's funding is 100% reimbursable from the Federal Department of Housing and Urban Development (HUD), a primary responsibility of the position is to oversee the compliance with all regulations, procedures, policies and eligibility requirements established by HUD. Supervision is exercised over Housing and Community Development staff and the Albany Home Store.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Acts for the Director in his/her absence and represents the Director in an official capacity as required on all agency matters;
- Assists in the planning and development of policies, procedures, and programs for the City's community and development functions in order to enhance community and economic growth;
- Assists in the direction and implementation of programs and policies designed to provide affordable housing by directing funds for home ownership opportunities, new housing construction and rehabilitation of existing structures within the parameters of HUD regulations;
- Assists the Director to oversee and/or prepare budgets for housing development programs, setting goals, monitoring performance and providing fiscal oversight as needed;
- Coordinates activities of staff and programs to prevent overlapping or duplication of functions and responsibilities;
- Oversees the promotion and coordination of housing programs including the Albany Home Store by providing directives and arranging for funding and reimbursement as needed;
- Gathers information and prepares reports on sensitive community development matters and projects for presentation;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of Federal Housing & Development grant regulations and policies, filing requirements and eligibility guidelines;
- Thorough knowledge of Federal, State and local requirements in the planning, implementation, monitoring, audit and evaluation of housing and community development assistance programs;
- Good knowledge of current Federal and State housing development programs;
- Good knowledge of the housing and economic conditions in the City of Albany;
- Good knowledge of the employment conditions and trends of the local labor market;
- Good knowledge of the general principles, terminology and practices used in municipal or community planning;
- Good knowledge of personal computers and office equipment;
- Ability to supervise the work of others;
- Ability to establish and maintain effective working relationships with community and government representatives;
- Ability to supervise a professional staff;
- Initiative;
- Integrity;
- Confidentiality;
- Sound judgment;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree or higher in architecture, planning, urban studies or related field and four (4) years experience in housing and community development, including experience managing and directing staff in an organization comparable in size to Community Development; **OR**
- B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree (or higher) in planning, or related field and six (6) years experience in housing and community development, including experience managing and directing staff in an organization comparable in size to Community Development; **OR**
- C. Any equivalent combination described by the limits of (A) and (B) above.