

## **DIRECTOR OF COMMUNITY DEVELOPMENT**

**DUTIES STATEMENT:** Pursuant to the Charter of the City of Albany, New York, article XXXV, section 42-285 C, this position is responsible for 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.

The position assists in the direction and implementation of programs and policies designed to provide affordable housing by directing funds for home ownership opportunities and new housing construction and rehabilitation of existing structures within the parameters of HUD regulations. The incumbent oversees the promotion and coordination of housing programs including the Albany Home Store by providing directives and arranging for funding and reimbursement as needed.

The incumbent assists the Commissioner in managing, directing and implementing the Department's policies and programs in the Division of Housing and Community Development; and determines, manages and implements the Division's programming policies and procedures.

The Director oversees and/or prepares budgets for housing development programs, setting goals, monitoring performance and providing fiscal oversight as needed; and coordinates activities of staff and programs to prevent overlapping or duplication of functions and responsibilities.

### **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 Master's Degree in architecture, planning, urban studies or related field and eight (8) years experience in housing and community development; **OR**
- B. 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 in architecture, planning, urban studies or related field and ten (10) years experience in housing and community development, five (5) years of which included managing and directing senior-level staff in an organization comparable in size to Community Development; **OR**
- C. Any equivalent combination described by the limits of (A) and (B) above.