

## **DIRECTOR OF NEIGHBORHOOD REVITALIZATION**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position, under the general direction of the Commissioner and Director of Housing and Community Development, is responsible for developing and administering programs to implement neighborhood and community development for the City of Albany. Responsibilities include coordinating with Community Development Block Grant (CDBG), and other funding sources, both public and private, as it pertains to the revitalization of neighborhoods, addressing vacant and abandoned properties, and increasing homeownership. Supervision of others is typical of this class.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Develops, implements and maintains relationships and programs designed to revitalize and improve the quality of life of city residents;
- Prepares presentations to educate the public on available programs;
- Works with neighborhoods to finance and support development strategies;
- Interacts with boards, commissions, community organizations, citizen groups, state and federal governments;
- Participates in the planning and administering of funding;
- Develops, coordinates and organizes programs, including but not limited to, the Home Store, the vacant and abandoned properties program, the Block-by-Block initiative, etc.;
- Oversees the C-1 program and neighborhood enhancement programs;
- Works with neighborhood groups to assess the needs, arrange financing and to provide direction and support development strategies;
- Performs related work as required.

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

- Thorough knowledge of planning programs, neighborhood development and revitalization programs;
- Thorough knowledge of administering CDBG programs;
- 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;
- Good knowledge of the general principles, terminology and practices used in municipal or community planning;

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- 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 community, business, 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) 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 Bachelor's Degree or higher and seven (7) years full time paid professional experience planning, development, architecture, public administration, environmental studies, business administration or related field, including two (2) years of satisfactory full-time paid supervisory experience; **OR**
- b) Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and nine (9) years full time paid experience as defined by the limits of a) above; **OR**
- c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

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