

DIRECTOR OF NEIGHBORHOOD INITIATIVES

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the development of policies and procedures and for directing of the work activities of community and neighborhood planning and development. An incumbent in this class researches available grants and funding sources to assist citizen groups in delivering improvements. Supervision of employees involved in community and neighborhood planning and development, as well as the Geneva Neighborhood Resource Center, is a responsibility of this position. The work is performed under the administrative direction of the City Manager. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Formulates community development and planning policies and programs in accordance with the City's Comprehensive Plan for consideration and approval by the City Manager;
 Assists City Manager in developing long-term goals and strategic plans for the Geneva Neighborhood Resource Center;
 Administer the budget of the Geneva Neighborhood Resource Center;
 Determines feasibility and potential value of proposed programs and projects and makes recommendations in accordance established policy and procedures;
 Coordinates City community development and planning programs and initiatives, and maintains liaison with departments, officials, representatives of industry and community leaders involved with comprehensive community development, planning and services in which the City is a part of or affected by;
 Meets with business owners and neighborhood groups to examine needs;
 Develops incentive programs to increase private investments in City neighborhoods;
 Develops and maintains partnerships with individuals (real estate professionals, code enforcement officials, city planners, consultants, etc.) and conducts needs assessments;
 Develops, coordinates, organizes, and supervises the neighborhood program and data measurement, including official records and documents to ensure compliance;
 Tracks the goals and accomplishments of the department and determines methods of improving services;
 Manages neighborhood department personnel to achieve goals and objectives, including monitoring personnel's production and performance goals;
 Assists in the organization and implementation of neighborhood events and activities, including participation in residential neighborhood meetings;
 Researches grant funding options and files necessary applications and information;
 Develops requests for proposals and assists in the selection process and contract development;
 Supervises the consultants contracted with to prepare highly specialized studies and community initiatives;
 Keeps abreast of new developments in the fields of community development such as, housing and economic advancement, availability of funding sources, current legislation and programs.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of the purposes, principles, methods and terminology used in neighborhood, municipal, regional and community planning; comprehensive knowledge of current methods used in the development and implementation of planning studies; good knowledge of federal and state grant application procedures; good knowledge of land use control and zoning practices; working knowledge of property valuation, maintenance codes, zoning requirements and other building statutes; working knowledge of budget and financial administration; ability to deal with complex issues and make independent decisions; ability to meet with and respond to needs of community groups and citizens; ability to establish and maintain effective working relationships with civil leaders, public officials, the public and employees; ability to communicate clearly, both orally and in writing; good judgment; and willingness to work various hours to make the program successful.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and EITHER:

1. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Urban Planning, Public Administration, Business Administration or a closely-related field AND two (2) years of full-time paid experience, or its part-time equivalent, in community development or planning; OR
2. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Urban Planning, Public Administration, Business Administration or a closely-related field AND four (4) years of full-time paid experience, or its part-time equivalent, as noted in (1) above; OR
3. An equivalent combination of education and experience as set by the limits of (1) and (2) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

APPROVED: DECEMBER 22, 2010

REVISED: AUGUST 23, 2018

CIVIL SERVICE CLASSIFICATION: COMPETITIVE