

DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional administrative position involving responsibility for planning, directing, coordinating and implementing community development, economic development, strategic planning, grant administration, capital project coordination and intergovernmental initiatives on behalf of a municipality. The incumbent serves as a key advisor to the Town Supervisor and Town Board regarding community growth, infrastructure, investment, economic development opportunities, grant funding, and long-range planning initiatives. The work requires independent judgment in developing and implementing programs, policies and projects designed to enhance municipal services, improve quality of life, strengthen tax base, secure outside funding, and advance community goals. The incumbent serves as liaison between municipal officials, state and federal agencies, businesses, consultants, community organizations, and neighboring municipalities. Work is performed under the general dictation of the Town Supervisor and Town Board with considerable latitude for independent judgement. Supervision may be exercised over subordinate staff, consultants, interns and project personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Identifies, prepares, submits and administers federal, state, county, and private grant applications on behalf of the municipality;
- Coordinates grant compliance, reporting, reimbursement requests, audits and closeout requirements;
- Develops and implements strategies to maximize external funding opportunities for municipal projects and initiatives;
- Coordinates community development, housing, downtown revitalization, recreation, waterfront, infrastructure and quality-of-life improvement projects;
- Facilitates economic development activities including business retention, expansion, attraction and redevelopment initiatives;
- Serves as liaison between municipal officials, businesses, developers, regional organizations, economic development agencies and community stakeholders;
- Coordinates municipal capital improvement projects from planning and funding through implementation and completion;
- Assists in the preparation and implantation of Comprehensive Plans, Strategic Plans, Local Waterfront Revitalization Programs, Economic Development Plan and related planning initiatives;
- Researches, develops and recommends shared service opportunities, operational efficiencies and intermunicipal cooperative initiatives;
- Coordinates and monitors consultant contracts, project schedules, budgets, funding agreements and regulatory compliance requirements;
- Prepares reports, studies, grant applications, resolutions, policies, presentations and recommendations for the Town Board;
- Represents the municipality at public meetings, regional committees, county organizations, state agency meetings and development-related forums;
- Coordinates public outreach efforts stakeholder engagement and community participation activities;
- Assists with budget planning related to development initiatives, grant, capital projects and strategic programs;
- Maintains effective working relationships with local, county, state and federal agencies;
- May supervise support staff, interns, consultants or project personnel.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of federal, state and local laws, programs, policies and regulations pertaining to municipal administration, community development and economic development; thorough knowledge of grant research, grant writing, grant administration and grant compliance requirements; good knowledge of municipal government operations, budgeting, planning and capital project implementation; good knowledge of community development, economic development, strategic planning and intergovernmental relations; good knowledge of personnel administration, organizational management and public administration principles; ability to develop and implement complex programs and projects; ability to identify funding opportunities and secure financial resources; ability to establish and maintain effective working relationships with elected officials, government agencies, businesses and the public; ability to prepare clear and concise written reports, presentations, grant applications and correspondence; ability to organize and facilitate public meetings and stakeholder engagement activities; ability to coordinate multiple projects and priorities simultaneously; ability to analyze information, evaluate alternatives and make sound recommendations; ability to exercise sound professional judgment; initiative, resourcefulness, leadership ability and integrity.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited New York State registered college or university with a Bachelor's Degree in Public Administration, Business Administration, Planning, Community Development, Economic Development, Human Services, Engineering, Social Sciences, or closely related field and three (3) years of experience in municipal administration, personnel administration, planning or a closely related field; or
- (b) Graduation from a regionally accredited New York State registered college or university with an Associate's Degree in Public Administration, Business Administration, Planning, Community Development, Economic Development, Human Services, Engineering, Social Sciences, or closely related field and six (6) years of progressively responsible experience as described in (a) above; or
- (c) Graduation from a high school or possession of a high school equivalency diploma and eight (8) years of progressively responsible experience as described in (a) above; or
- (d) An equivalent combination of training and experience as defended by the limits of (a), (b), and (c) above.

MINIMUM QUALIFICATIONS:

Experience involving municipal administration, grant administration, personnel administration, economic development, community development, infrastructure project coordination, strategic planning, intermunicipal cooperation, public sector management, or related governmental activities may be qualifying.

The intent of this position is to provide professional leadership in securing funding opportunities, managing strategic initiatives, coordinating development projects, improving municipal operations, and advancing the long term goals of the municipality.

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