

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT **GRADE:** 15

**TITLE ABBREVIATION:** ASST DIR COMM DEV **TITLE NO.:** 6072

**JURIS.CL:** C **SALARY CODE:** 01 **UNIT:**      **EEO CODE:** OA **FLSA CODE:** NE(2)

**DEPARTMENT:** COMMUNITY DEVELOPMENT **DIVISION:**                     

**SUPERVISOR'S TITLE:** DIRECTOR OF COMMUNITY DEVELOPMENT

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves assisting the Director in the planning, coordination, organization and management of the Office of Community Development. Areas of responsibility include assisting in the oversight and management of all United States Department of Housing and Urban Development (HUD) funded grant programs. This includes the development and implementation of policies and procedures based on HUD regulations, contract development and monitoring, and funding of projects. This work requires frequent contact with program applicants, subrecipients, contractors, engineering firms and public officials. Work is performed under the general supervision of the Director, Office of Community Development, with wide latitude for the exercise of independent judgment. Supervision may be exercised over professional staff positions and clerical personnel assigned to the Community Development Program. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Assists the Director in the organization and management of all Community Development programs, including developing, maintaining, reviewing, modifying and enforcing new and existing program policies, procedures, and manuals according to HUD regulations;

Assists in the preparation of the annual operating budget; prepares substantial amendments to HUD Annual Action Plan to accept and program income, reprogram projects, and reconcile changes to annual entitlement allocation;

Works with fiscal staff to ensure proper funding of positions in accordance with approved budget;

Inputs, manages, and analyzes data in HUD Integrated Disbursement Information System (IDIS); prepares reports as needed;

Provides technical assistance and training for staff, municipalities, subrecipients, and other partners to enhance performance as needed;

Manages departmental records (e.g., project, subrecipients, and fiscal files) in accordance with HUD recordkeeping regulations;

Assists Director with the coordination, market and developer assessment, underwriting and subsidy layering of HOME project applications; recommends funding level and financial structuring of projects;

Assists Director in the resolution of any findings or concerns raised by federal (Office of Inspector General, Congressional Budget Office, Housing and Urban Development, Fair Housing and Equal Opportunity), state or local monitoring and/or audits;

Attends and/or conducts bid openings, contract signings, and meetings between municipalities, contractors, homeowners, sub-recipients, and other interested parties to reinforce required documentation;

Responds to and resolves inquiries from applicants, subrecipients, contractors, municipalities, other departments, and/or the general public;

Operates computer applications such as spreadsheets, word processing, e-mail, calendar, and other database systems in completing tasks;

Reviews and recommends approval of project bid documents prior to their advertisement.

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

Thorough knowledge of state and federal laws and regulations governing programs and projects funded through Office of Community Development funds including: U.S. Housing and Urban Development (HUD) regulations, HOME, CDBG, ESD, 2 CFR 200 Uniform Guidance, Uniform Relocation Act, Davis-Bacon, Section 3, Equal Employment Opportunity, Civil Rights Acts, etc.; Good knowledge of fiscal, accounting, auditing, and administrative principles, procedures, terminology, records and reports; computer skill operating business applications such as spreadsheets, word processing, e-mail, or calendar; ability to assist in organization and management of departmental programs and procedures; ability to develop, maintain and evaluate monitoring procedures for these various laws and regulations; ability to prepare and maintain a filing system for the various projects; ability to meet, communicate, and deal effectively with people; ability to maintain records and prepare reports; ability to assist in the preparation of departmental budget; initiative; sound judgment; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

(A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree and one (1) year of supervisory experience in accounting, finance, grant, contract or project management, construction underwriting, banking, law, compliance, urban planning, or community development; OR

(B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree and three (3) years of experience as outlined in (A) above.

**SPECIAL REQUIREMENTS:** Must possess at time of appointment and maintain a valid driver's license.

REVISED: 3/4/2022 AT