

## **DEVELOPMENT DIRECTOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a management position responsible for the development, growth and enhancement of the City of Poughkeepsie. This position involves the responsibility for the overall function of all divisions of the Development Department: Building, Planning, Social Development and Property Development and for the coordination of the work of these divisions with other city departments, businesses, citizens, neighborhood groups, legislative bodies, the bank and real estate community and independent agencies to foster development, revitalization projects and code enforcement in the city. General direction is received from the City Manager, while general supervision or general direction is exercised over all employees of the department.

### **TYPICAL WORK ACTIVITIES:**

1. Directs the function of the Development Department in areas including Planning, Building, Social Development and Property Development;
2. Advises and assists the Mayor, Common Council and City Manager on all matters concerning the development of the city of Poughkeepsie;
3. Provides assistance to the Planning Board, Zoning Board of Appeals, Poughkeepsie Urban Renewal Agency, City Industry Development Agency, the Common Council and any other related municipal divisions or departments;
4. Gathers and provides data and information concerning availability of federal, state and private grants and funds;
5. Formulates policy for recommendations to the City Manager and/or Common Council;
6. Conducts studies to ascertain the development needs and priorities;
7. Does related work as required.

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

Comprehensive knowledge of principles, purposes, terminology and practices of municipal planning; thorough knowledge of the problems of urban developments; thorough knowledge of the principles of management and administration; good knowledge of housing rehabilitation programs and neighborhood revitalization; good knowledge of Building and Zoning Ordinances and laws; good knowledge of the principles and practices of marketing; good knowledge of current economic trends; ability to direct and coordinate the work of others; ability to establish and maintain good working relationships with municipal officials, businesses and industry officials and the public; ability to communicate effectively both orally and in writing; ability to understand and interpret complex oral and written instructions; resourcefulness; integrity; good judgment; physical condition commensurate with the demands of the position.

**DEVELOPMENT DIRECTOR** (Cont'd)

**MINIMUM QUALIFICATIONS (RECOMMENDED):**

- EITHER:      A)      A Master's degree in Planning, Architecture, Civil Engineering, Public Administration or a related area from a regionally accredited or New York State recognized college or university and five years of progressively responsible experience in municipal or regional planning/development, three years of which must have been in an administrative or supervisory capacity;
- OR:            B)      A Bachelor's degree from a regionally accredited or New York State recognized college or university in Planning, Architecture, Civil Engineering, Public Administration or a related area and six years of progressively responsible experience in municipal or regional planning/development, three years of which must have been in an administrative or supervisory capacity;
- OR:            C)      An equivalent combination of the training and experience indicated in A and B above.

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ADOPTED:    9/01/95  
REVISED:    6/20/05