

Assistant Director of Community Revitalization



General Summary of Classification:

Assists the Director of Community Revitalization with the planning, promotion and management of the County's revitalization strategies, redevelopment and revitalization programs and activities for its older commercial corridors and neighborhoods; provides administrative oversight of the County's federal block grant programs, Enterprise Zone program, and/or zoning and code enforcement efforts; supervises an assigned staff; serves as a resource on housing and community redevelopment issues; performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Serves as a member of and collaborates with the Department's management team in developing and implementing overall strategy (mission, vision, goals) and in communicating and implementing that strategy;
- Oversees and assists with developing, leading and directing the CDBG/HOME, Community Maintenance, Enterprise Zone and Community Revitalization programs, includes handling special projects as assigned;
- Collaborates effectively on the development and revision of department-specific policies and procedures to ensure that policies are current, consistent and aligned with the County's needs, strategic goals and all applicable regulatory mandates;
- Oversees and assists with promoting redevelopment and revitalization programs and efforts to target audiences;
- Assists the Director with developing budgets and ensuring the department's operations, programs, services, etc. function efficiently within approved budgets and according to program and funding source regulations;
- Provides and ensures effective supervision of the assigned staff (professional, paraprofessional, support, etc.) including activities not limited to selection, scheduling, priorities, training, coaching, mentoring, providing feedback, disciplinary actions and providing development opportunities for assigned staff (includes direct and indirect report staff);
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Thorough understanding of community planning, development, maintenance and revitalization concepts; excellent working knowledge of social and economic implications of community redevelopment and revitalization; excellent understanding of the challenges, stabilization and redevelopment needs of older residential and commercial communities; thorough understanding of revitalization programs, related grants and funding sources, and related regulations; sound math skills; ability to effectively analyze, manage and report complex data; sound working knowledge of building and local zoning codes.
- **Technical:** Sound computer skills with the ability to use computer and typical business software, proprietary software and applications, and various wireless technologies and peripherals for communications and to complete assigned tasks.
- **Interpersonal, Communication and Customer Service:** Develops and maintains sound working relationships with a diverse array County and other government officials, County staff, civic groups, community business leaders and citizens; politically astute; sound understanding of the County's socioeconomic diversity; demonstrates sound cultural awareness and sensitivity; communicates and interacts professionally with diverse target audiences of relevant stakeholders; ability to accurately interpret and communicate complex and technical information in easy to understand terms; excellent public speaking skills; excellent collaborative skills with an ability work independently and as part of a team.
- **Decision-making and Authority:** Collaborates with a diverse array of stakeholders with competing priorities and successfully manages related negotiations; assists with developing and managing budgets, programs and staff.
- **Leadership:** Supervisory. Serves as subject matter expert and County representative for redevelopment and revitalization programs and efforts; supervises assigned professional, technical and administrative support staff.
- **Environment:** Routinely works in an office setting and a wide array of indoor and outdoor locations and weather conditions.
- **Physical:** Visual and hearing acuity sufficient to recognize engage in effective marketing, negotiations and collaborations. Physical ability sufficient to perform assigned duties in a wide array of duty-related locations as needed.

Minimum Education and Experience:

Education: Four (4) year degree in a relevant field, relevant master's level degree preferred;

Experience: Four (4) years of relevant progressively responsible experience, experience in a supervisory capacity preferred;

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various locations; may be required to work a flexible schedule.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of all required NIMS courses.