



CLASS SPECIFICATION FOR
Director of Community Revitalization

GENERAL STATEMENT OF DUTIES: Directs the activities of the County's Community Revitalization program and functions; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a high-level professional planning position, responsible for developing, leading and directing the CDBG/HOME, Community Maintenance, Enterprise Zone and Community Revitalization programs. In addition, the incumbent provides consultation services to government officials, community leaders, as well as business and civic groups on community development, maintenance and revitalization issues. The work is performed under the policy direction of the Deputy County Manager for Community Development. General supervision is exercised over all departmental staff, programs and activities.

EXAMPLES OF WORK (illustrative only):

- Plans and supervises activities of the Community Revitalization Department;
- Develops and implements the Annual Work Program;
- Develops and implements departmental procedures and policies;
- Serves as professional staff advisor to County Manager, Deputy County Manager, and Board of Supervisors, on matters related to community development, maintenance and revitalization;
- Serves as member of the Henrico Revitalization Committee and chairman of Commercial Assistance Team (CAT);
- Consults with citizens, agency heads, and other officials of municipal, County, regional, State and federal governments in order to coordinate all community maintenance and revitalization efforts;
- Oversees zoning inspection activities;
- Delivers addresses before business and civic groups;
- Directs the preparation and administration of the budget for the department;
- Forecasts departmental revenues and needs;
- Performs related work as directed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the social and economic implications of community revitalization; thorough understanding of community development, maintenance and revitalization concepts; public speaking skills; ability to direct the preparation of comprehensive community maintenance and revitalization plans; ability to establish and maintain effective working relationships with County and other government officials, County staff, major civic groups, community business leaders, and citizens; ability to prepare comprehensive, complex reports for diverse audiences; ability to conduct effective long-range planning and to effect and implement organizational development and change; ability to supervise professional, technical and administrative support staff.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in urban planning or related field and five (5) years of progressively responsible professional planning experience, including two (2) years in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.