

ASSISTANT DIRECTOR OF URBAN DEVELOPMENT

NATURE OF WORK

This is highly responsible professional, administrative and supervisory work serving as Assistant Director of Urban Development and assisting in the total operation of the Department.

Work involves assisting the Director of Urban Development in the administration of the programs, projects and activities of the Department. Work includes developing and implementing program policies and procedures, and reviewing and evaluating the effectiveness of the programs and services provided. An employee in this class is expected to exercise considerable initiative and independent judgment within the framework of established guidelines and departmental policies. General supervision is received from the Director of Urban Development with work being reviewed through the effectiveness of programs and services provided, reports submitted, conferences and public comment. Supervision is exercised over professional, paraprofessional and clerical employees.

EXAMPLES OF WORK PERFORMED

Assists the Director of Urban Development in the overall administration of the Urban Development Department including the development of departmental goals and objectives, program development and budget preparation.

Serves as Assistant Director of Urban Development and acts for Director of Urban Development in his/her absence.

Coordinates, supervises and evaluates the work of professional, paraprofessional and clerical employees.

Delivers presentations to interested groups, agencies and the media; works with community organizations, agencies and the media to promote program awareness of Urban Development programs.

Performs administrative duties in the areas and services of financial, personnel and grant arrangements.

Establishes and maintains liaison with community and business groups and organizations and federal, state and municipal officials.

Researches funding opportunities and coordinates the preparation of grant requests, with oversight of department budgets and program goals.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and methods of organization, management and public administration.

Thorough knowledge of organizational and administrative policies and procedures.

Thorough knowledge of appropriate federal, state and local laws and regulations as they pertain to the programs and services provided.

Ability to plan, organize, supervise and evaluate the work of professional, paraprofessional and clerical employees.

Ability to establish and maintain effective working relationships with community leaders, business representatives, public officials, co-workers and the general public.

Ability to analyze problems and situations and to plan and implement programs to assist in resolving problems.

Ability to prepare oral and written reports clearly and concisely.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in public administration, business administration, urban or community development, or related field; and completion of graduate studies with a master's degree in public or business administration, or city, regional or urban planning, or related field plus thorough administrative and supervisory experience.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in business administration, public administration or related field; plus considerable administrative and supervisory experience; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved By: _____
Department Head

Personnel Director