

COMMUNITY DEVELOPMENT AND PLANNING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This position will serve as the initial point of contact for development and business inquiries, promote the town's Community Development strategy, review drawings for compliance with the town's comprehensive plan, develop and support a small business retention and attraction program, act as a liaison to the local and regional economic development organizations (e.g., Chamber of Commerce, Center for Economic Growth), research and compile information for grant applications, develop and help implement strategies to market commercial properties, and maintain contact with development prospects. Performs related work as required.

This is a full-time position with work performed under direct supervision of the Director of Community Development with leeway allowed for independent judgement in carrying out the details of the work.

TYPICAL WORK ACTIVITIES:

- Assists the Director of Community Development with business attraction, retention, and expansion efforts;
- Prepares public notices and agendas for public meetings and hearings and assists the Director of Community Development with follow-up activities;
- Researches, analyzes, and reports on pertinent governmental programs and legislation that affect business attraction, development and expansion;
- Collects, analyzes, and presents information and data to help area businesses solve specific problems;
- Performs compliance activities such as reviewing draft reports and information submitted by businesses;
- Reviews and assesses applications to the Town Planning Commission and Zoning Board of Appeals and works with applicants to facilitate application completeness;
- Maintains an updated list of Local, State, and Federal programs to support business growth;
- Develops and maintains good working relations with the business community;
- Prepares annual reports for the Town's community development activities as required by the State of New York or other oversight agencies;
- Attends regular monthly meetings of the Town Planning Commission and Zoning Board of Appeals and advises the respective board members on proper review procedures;
- Attends other meetings and conferences as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the purposes, principles, practices and terminology used in municipal planning;
- Good knowledge of the purposes, principles, practices and terminology used in the implementation of development projects;
- Good knowledge of federal aid, state aid, and grant programs available to municipalities and possession of the skills to pursue such opportunities;
- Good knowledge of public relations and publicity techniques; ability to prepare reports;
- Ability to establish and maintain effective working relationships with others;
- Ability to communicate effectively in writing and orally;

- Ability to understand and follow detailed oral or written instructions;
- Ability to prepare accurate and concise technical reports;
- Ability to implement the Town's community development strategy.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in City, Regional or Urban Planning, Business Administration, Business, Public Administration, Political Science or Marketing, or a related field; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in City, Regional or Urban Planning, Business Administration, Business, Public Administration, Political Science or Marketing, or a related field and two (2) years of experience in economic development, business management, redevelopment planning and financing, land use and urban design; OR
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in City, Regional or Urban Planning, Business Administration, Business, Public Administration, Political Science or Marketing, or a related field and four (4) years of experience in economic development, business management, redevelopment planning and financing, land use and urban design; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.