

Middletown, CT Job Description

Classification Title	Deputy Director of PCD
Job Code	
Department	Planning, Conservation & Development
Union Group	Teamsters 671
FLSA Status	Exempt
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to assist the Director in managing the department. Oversees Community Development division. Manages administer the City's Community Development Block Grant program. and act as a member of the City Planning Team. The work is performed under the direction of the Director of Planning, Conservation & Development.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Serves as Deputy Director of Department with emphasis on financial management and administration of department.~~ Oversees the Department in the absence of the Director.
- ~~Oversees the City's affordable housing programs, urban design, historic preservation and neighborhood redevelopment initiatives under the direction of the Department Director. Manages administration of annual federal entitlement Community Development Block Grant program. Develops Annual Action Plans and reporting accomplishments. Contracts with local non-profits and developers for projects that benefit Middletown low and moderate income population.~~
- ~~Administers and tracks the grants for approximately 20 grant subrecipients of the City's annual HUD entitlement. Maintains responsibility for Environmental Reviews as required by HUD. Acts as primary staff to Citizens' Advisory Committee and Design Review and Preservation Board. Acts as secondary staff to Planning and Zoning Commission and Redevelopment Agency. Drafts agendas and minutes. Reviews and plans reports. Reports staff comments and recommendations.~~
- ~~Prepares applications for and secures federal and state housing and community development grants. Performs planning and research in areas of historic preservation, community development and commercial corridor design. Processes applications or reviews required for historic buildings or commercial developments.~~

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Interacts with public on issues of community development, historic preservation or design in commercial development.

- ~~Oversees, monitors and tracks subrecipient usage of all CDBG funds; directs and oversees the dispensation of CDBG funds to subrecipients and their vendors. Interacts with public constituents, City agencies, state and federal officials and consultants.~~
- ~~Writes, obtains approval for, and amends the City's Consolidated Plan for Housing and Community Development, Annual Action Plan for Housing and Community Development and Consolidated Annual Performance Evaluation Report. Drafts and compiles contract agreements for grant subrecipients; drafts and compiles loan and mortgage agreements for various housing programs.~~
- ~~Responds to public inquiries regarding CDBG grant opportunities and affordable housing within the City. Directs and oversees office contact and correspondence with three City committees.~~
- ~~Prepares and modifies Redevelopment Agency plans; seeks quotes for and supervises consultants work; participates in executive sessions regarding confidential negotiations; reviews purchase/sale agreements; Insures compliance with the Federal Uniform Relocation Assistance Act; develops specifications for environmental remediation.~~
- ~~Attends meetings for the department as required/requested.~~
- ~~Maintains and updates the departments web page.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Bachelor's degree in Public Administration, Community Development, Urban Planning or a related field, ~~with two years of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~

PREFERRED QUALIFICATIONS

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Master's degree in Public Administration, Community Development, Planning or related field, at least five years of experience and American Institute of Certified Planners Certification.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions. Knowledge of HUD program requirements~~
- ~~Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations. Knowledge of private and non-profit administration~~
- ~~Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives. Ability to prepare contracts for various grant programs~~
- ~~Requires the a~~Ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. ~~Requires the a~~Ability to act as a lead person.
- ~~Requires the a~~Ability to utilize reference, descriptive, consulting, design and advisory data and information such as grant applications, financial statements, budgets, invoices, architectural drawings, site plans, mortgage agreements, reports, agendas, plans, maps, program manuals, census data, legal briefs, economic analysis, and organizational analysis.
- ~~Requires the ability to communicate orally and in writing with the Director and all department staff, other City departments, local, state and federal agencies, citizen groups, developers, consultants, and the public.~~
- ~~Requires the a~~Ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals. ~~may require the ability to perform mathematical operations involving basic algebra and geometry~~
- Ability to supervise and evaluate employees
- ~~Ability to P~~rioritize and assign work
- Knowledge in ~~T~~raining, orienting, and managinge personnel

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- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Balance competing requirements and needs of client organizations
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other

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departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities

- ~~Ability to Satisfy~~ the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

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Position requires talking, hearing, seeing, grasping, standing, walking and repetitive motions.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/02/15
Dates revised	