

## **COMMUNITY DEVELOPMENT SPECIALIST**

**JOB CODE:** 3082  
**LOCATION:** Tioga County Economic Development and Planning  
**CLASSIFICATION:** Competitive  
**SALARY:** Management/Confidential  
**ADOPTED:** Reso. 110-19, 04/30/19; Revised 01/20; 01/24 Tioga County Personnel Department

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Economic Development and Planning Department and involves a diverse range of community development and planning program functions. The functions include, but are not limited to: responsibility for assisting local communities in developing comprehensive land use and development plans, assisting in the development of economic and industrial plans and participating in the identification, application and administration of local, state and federal grants for the County's economic development program. Work is performed under general supervision of the Director of Economic Development and Planning with leeway allowed for exercise of independent judgement in carrying out details of the work. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Maintains liaison with other officials, industry and community leaders involved with comprehensive community planning and services in which the county is part of or effected by;
- Prepares and administers grant applications for projects/studies, by way of local, state and federal funding sources;
- Advises towns and village planning and zoning boards on planning, zoning and subdivision control matters as requested;
- Prepares and conducts oral and graphic presentations to inform legislative bodies, governing boards and general public concerning economic development and planning activities and information;
- Provides advice and assistance to various boards, organizations and elected officials regarding community development plans, projects, programs and related regulatory implications;
- Evaluates technical information and prepares reports and environmental impacts of proposed expansion or development plans;
- Assists with development related projects, such as environmental review, permitting and scheduling for assigned projects;
- Keeps up to date on new developments in planning and community development, including sources of funding available to the county, and current legislation and programs;
- Meets and assists businesses located both inside and outside of the County in order to encourage growth and/or relocation to Tioga County;
- Interfaces with other local, state and federal agencies on behalf of local businesses;
- Assists in preparation of state and federal environmental assessments;
- Assists in composing economic development and planning portion of annual report;
- Attends meetings with public officials, civic leaders and various other individuals interested in planning and community development matters, including meetings held evenings and weekends;
- Assists with public education and training efforts;
- May serve as the liaison and performs all necessary functions in support of the County Planning Board in absence of Planning Director;
- Reviews incoming correspondence and provides information, assistance and referrals to public.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of community development and revitalization practices and procedures; good knowledge of socioeconomic, environmental and planning factors related to community development; working knowledge of economics; working knowledge of program management, reporting, and communications; working knowledge of

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public relation methods and techniques; working knowledge of the geography of the County; working knowledge of real property and community development terminology; ability to prepare and present moderately complex reports effectively; ability to establish and maintain effective working relationships with civic leaders, public officials, the general public and work associates; ability to perform grant applications activities, including research, analysis, writing and administering of grants; ability to perform research activities, to analyze data acquired during research activities, and to prepare narrative reports of research data and conclusions; ability to express ideas clearly both orally and in writing, ability to read, understand, and apply program regulatory materials, ability to prepare written materials, ability to conduct program administrative duties with a detail-oriented approach; integrity; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS: Either:**

- a. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in planning, public administration, engineering, geography, or environmental studies, or a related field of study; **OR**
- b. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in planning, public administration, engineering, geography, or environmental studies, or related field of study AND one (1) year of full-time experience (or its part-time equivalent) in municipal, community or regional planning; **OR**
- c. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree AND five (5) years of full-time experience (or its part-time equivalent) experience in municipal, community or regional planning.