

**PIONEER VALLEY PLANNING COMMISSION (PVPC)
DIRECTOR, COMMUNITY AND ECONOMIC DEVELOPMENT (C&ED) DEPARTMENT**

Salary range for the Director of the Community & Economic Development Department is \$92,496 to \$138,744.

DESCRIPTION: Under the direction of the Executive Director, the Director of Community and Economic Development supervises the department’s professional, technical, and clerical staff, assures funding for the department’s work and develops and implements related regional plans. The C&ED Department focuses on work in the following areas: equitable and sustainable regional and municipal economic growth and development; research, development and implementation of the region’s comprehensive economic development strategy; Community Development Block Grant (CDBG) application and management; infrastructure and social services project management; municipal and regional services; housing rehabilitation; historic preservation; brownfields, and other projects. The ideal candidate will have significant experience in both community and economic development, an entrepreneurial approach to regional problem solving and development; experience growing and supervising a team; strong interpersonal, administrative, and problem-solving skills, as well as an affinity for process improvement and charting the course of this new department.

Management and Supervision

This position reports to the Executive Director.

Essential Duties and Responsibilities

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

EXAMPLES OF DUTIES: The duties listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Manage and sustainably grow the operations of the new Community and Economic Development Department, which includes sustainable regional and municipal economic growth and development; research, development and implementation of the region’s comprehensive economic development strategy; CDBG and other federal, state and local grants application and management; infrastructure and social services project management; municipal and regional services; housing rehabilitation; historic preservation; brownfields, and other projects for communities in the PVPC region;
2. Develop and maintain effective organizational structure, financial control, and management information systems for the Department; evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement;
3. Work with the Executive Director to identify the Department's future direction in response to changing community needs, and to develop, implement, and monitor appropriate plans, schedules, and action steps;
4. Manage the development and implementation of Community and Economic Development

Department goals, objectives, policies, and priorities for each assigned service area; establish appropriate service and staffing levels, allocate resources accordingly, and assist with completion of Department work;

5. Develop and maintain a workforce committed to customer service, results orientation, and teamwork. Directly or through managers, appoint, supervise, provide training and development, manage performance and ensure accountability of Department employees;
6. Direct and oversee the preparation, administration, and implementation of various grants from the State and Federal government; respond to requests regarding community and economic development programs from partners, and when funded establish new projects for the department;
7. Provide technical assistance and information to member communities and partners in the area of C&ED;
8. Attend community meetings, represent the department and PVPC, and promote good community relations;
9. Make oral presentations to the Pioneer Valley Planning Commission and Executive Committee, as well as selectboards of various communities and others;
10. Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of planning, grants management, and housing rehabilitation, among others; and
11. Perform related duties as assigned.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge, Skills and Abilities

Knowledge of

- economic and community development and municipal and regional planning principles, methodologies and functional elements;
- practices and principles of public administration and the structure of local and regional government;
- regionalization of services across a subset of municipalities;
- GIS and other software and tools to facilitate regional and municipal C&ED;
- data collection and analysis for C&ED;
- municipal service provision;
- grant funding programs, including One Stop, federal EDA, MDI, Community Development Block Grants (CDBG) and others, including management of grant funds;
- principles, practices and techniques for establishing, maintaining and modifying a project management program, including regulatory responsibilities and functions;
- fiscal and budget management processes, and applicable administrative policies and procedures;
- human resources management;
- applicable federal, state, and local laws and regulations affecting the work of the department.

Skills Required

- Excellent interpersonal skills for establishing and maintaining effective working relationships with staff, other departments, elected officials, the media, and the public;
- Development, fundraising, grant writing and responding to RFPs;
- Highly effective team building and leadership skills including consensus-building to resolve conflicts, and gain cooperation among various groups;
- Strong project management skills, including skills in planning, organizing, and analyzing problems and implementing solutions, and the ability to make sound decisions based on logic and reason;
- Strong business and fiscal management skills;
- Excellent strategic planning, organizing, and time management skills; as well as project management skills;
- Outstanding written and verbal communications skills including public presentation skills.

Ability to

- raise funds for department's annual operating budget;
- always conduct self in an ethical, professional and respectful manner;
- establish and maintain cooperative and effective working relationships with residents, stakeholders, and team members, both internal and external;
- articulate the Department's goals and work in an understandable and appropriate manner for the particular audience or individual, both internally and externally;
- develop and maintain effective organizational structure, financial control, and management information systems for the Department;
- work with the Executive Director to identify the Department's future direction in response to changing community needs, and to develop, implement, and monitor appropriate plans, schedules, and action steps;
- work independently but under general policy and strategic guidance;
- effectively communicate accurate information and ideas with others; both orally and in writing; and
- successfully manage grant application processes, including writing and submittal.

Special Requirements

Possession of a valid driver's license or access to alternative means of transportation. Demonstrated competency in the use of office computers and business software. Must have legal authorization to work in the United States.

Experience and Training

The ideal candidate will have a curious mind, a desire to seek out information and solutions, and have an eye for process improvements.

Any combination of experience and training that would provide the required knowledge, skills, and abilities may be used to qualify for employment. A typical way to obtain the knowledge, skills, and abilities is described below:

Graduation from an accredited college or university with a degree in Community Planning/Urban Planning or in a related field with a minimum of seven years of experience in planning or related position within a municipality, comparable agency or private corporation in which the position was directly related to and required the same skill set. At least two years of supervisory responsibilities is necessary. A master's degree in a related field is preferred.

Any equivalent combination of education and progressively responsible experience.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that an employee typically must meet to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper. Strength, dexterity, and coordination to lift files, stacks of paper or reports, references, audio/visual equipment, and other materials; to reach for items above and below desk level; and to bend, reach, squat, and stoop to access files and records. Manual dexterity and cognitive ability to operate a personal computer. Ability to communicate via telephone.

In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.

Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS: Work is typically performed under the following conditions:

Position functions indoors in an office type environment where most work is performed at a desk. Working environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur. Position requires regular attendance at offsite meetings and evening meetings and requires travel to deliver and pick up materials. Travel duties may result in some exposure to outdoor weather conditions.

FLSA Status: Non-exempt

SUPERVISORY RESPONSIBILITY

Supervises Department staff.