

PIONEER VALLEY PLANNING COMMISSION (PVPC)
DEPUTY DIRECTOR
COMMUNITY DEVELOPMENT DEPARTMENT

Salary range for the Deputy Director of the Community Development Department is \$88,957 to \$115,644.

DESCRIPTION: Under general supervision, the Deputy Director assists in managing the department's professional, technical, and clerical staff; oversees the implementation of community development projects; and serves as the department's principal technical resource for municipal government operations. The ideal candidate will have a curious mind, a desire to seek out information and solutions, and have an eye for process improvements.

The Deputy Director provides leadership in project management, staff development, and municipal technical assistance, with expertise in municipal operations, shared services, organizational assessments, Community Development Block Grant (CDBG) administration, process improvement, housing, infrastructure, and other community development initiatives.

Management and Supervision

This position reports to the Director of Community Development and assists with supervising department staff, coordinating project assignments and overseeing consultant contracts.

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. Assist the Director in managing the operations of the Community Development Department, including supervising staff, projects, departmental priorities, and implementation of departmental initiatives;
2. Assist the Director in the implementation and administration of Community Development Block Grant (CDBG) and other federal, state, and local grant-funded programs by providing technical oversight, project coordination, compliance support, and technical assistance to member communities;
3. Serve as the department's subject matter expert on municipal government operations, organizational effectiveness, public administration, municipal service delivery, and local government best practices;
4. Provide technical assistance and capacity-building services to member communities through municipal operations, organizational development, shared services, governance, project

implementation, municipal services, strategic planning, process improvement, and implementation support;

5. In coordination with the Director, lead and manage municipal consulting projects, including shared services studies, organizational assessments, departmental evaluations, process improvement initiatives, governance reviews, strategic implementation projects, and municipal operational analyses;
6. Serve as staff support or an appointed representative to municipal boards, committees, and commissions such as facilitating meetings; providing technical expertise and policy guidance; preparing recommendations and reports; and assisting communities in achieving project and organizational goals;
7. Assist the Director in supervising department staff by coordinating work assignments, supporting employee development, reviewing project deliverables, and promoting collaboration and continuous improvement;
8. Develop and maintain standardized methodologies, project management tools, templates, and best practices that improve the consistency and quality of municipal consulting services;
9. Coordinate project activities with municipalities, consultants, regional partners, state and federal agencies, and other PVPC departments to ensure successful implementation of departmental projects;
10. Assist the Director with grant development, writing, administration, and management activities, including preparing applications, monitoring project implementation, ensuring compliance with funding requirements, and supporting successful delivery of grant-funded projects;
11. Prepare technical reports, staff analysis, presentations, scopes of work, Requests for Proposals (RFPs), and recommendations for municipalities, the Pioneer Valley Planning Commission, and other partners;
12. Assist the Director in developing departmental policies, procedures, work plans, and operational improvements to enhance service delivery and organizational effectiveness;
13. Represent the department at community meetings, municipal boards and committees, professional organizations, and regional working groups as assigned by the Director;
14. Serve as Acting Director in the Director's absence;
15. Perform related duties as assigned.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of and Ability to

Knowledge of

- housing and community development and municipal 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;
- grant funding programs, including Community Development Block Grants (CDBG), MA Community One Stop for Growth, 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.

Ability to

- conduct self in an ethical, professional, and respectful manner;
- establish and maintain cooperative and effective working relationships with citizens, stakeholders, municipal officials, elected officials, staff, other departments, and the public;
- articulate the Department's goals and work in an understandable and appropriate manner for the particular audience or individual, both internally and externally;
- provide effective team leadership and build consensus to resolve conflicts and gain cooperation among various groups;
- plan, organize, and manage multiple projects and priorities;
- analyze problems, develop practical solutions, and make sound decisions based on logic and reason;
- implement and maintain effective organizational structure, financial control, and management information systems for the Department;
- work independently and under general policy and strategic guidance;
- effectively communicate accurate information and ideas with others, both orally and in writing;
- prepare and deliver clear technical reports, presentations, and recommendations;
- provide technical guidance and support to staff and member communities;
- assist with grant application, administration, and management processes, including writing and submittal; and
- demonstrate strong organizational and time management skills.

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

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/Public Administration or in a related field with a minimum of five (5) years of experience in a planning, administrative leadership 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 preferred. A master's degree in a related field is preferred.

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.