



Job Description

Position: Community Development Director
Primary Location: Town Hall
Employment Status: Full-time, Salaried, Exempt
Reports To: Town Administrator
Description Updated On: September 27, 2021

Summary/Objective

The Community Development Director is responsible for the administration of a variety of specialized Community Development Block Grant (CDBG) funded projects and other social service projects and programs. Responsibilities include administering grants, ensuring compliance with grant requirements, and consistency with the Town's Comprehensive Plan and preparing reports and maintaining records. Works to ensure accuracy, efficiency, and compliance in managing all financial transactions; required to perform all similar or related duties.

Essential Functions

- Supervises the activity of the Community Development Office; supervises staff and oversees the daily operation of the office.
- Administers a variety of CDBG-funded housing, neighborhood revitalization, economic development, public facility and social service programs.
- Administers program/project budgets; regularly reviews and assesses program project compliance with grant requirements; ensures that CDBG and town procedures are followed; maintains cash control; prepares cash flow analysis and draw-down requirements.
- Prepares contracts and provides oversight to all projects funded by CDBG funds and assures adherence to appropriate federal, state and local regulations in the implementation of projects.
- Prepares and submits quarterly reports for grant activity; prepares and submits all amendments extensions, budget transfers, and close-out reports to DHCD for all grant activity.
- Administers financial assistance grants and other grants and programs for town residents; provides outreach services to inform the public of available resources; distributes applications, receives and reviews applications, determines eligibility for financial assistance based on established criteria; approves or denies applications.
- Administers payments to financial assistance recipients; prepares reports and maintains records as required.

Required Qualifications, Education, and Experience

College graduate with a Bachelor's degree in Urban Planning, Public Administration, Community and Economic Development or related field; strongly prefer a minimum of ten (10) years of experience in related field, three (3) years of which should be in grants management or municipal government; experience with CDBG administration preferred or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. CORI certification is required as a condition of employment.

Knowledge, Skills & Abilities

- Thorough knowledge of the administration of Federal community and economic development, redevelopment, and housing programs; rules and regulations regarding federal financial assistance programs and related program; and community development and planning materials, tools and other resources.
- Strong organizational, supervisory and leadership skills; effective written and verbal skills and financial analysis skills in the preparation and presentation of community development issues, programs, activities and advocacy.
- Ability to analyze and interpret economic and planning data and to present findings clearly in written and oral form; ability to establish and maintain cooperative relationships with town officials and governmental representatives.

Physical and Mental Job Requirements

- Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Make decisions that have significant impact on a department's credibility, operations, and/or services
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Communicate in-depth information for the purpose of interpreting, and/or negotiating
 - Memorization/concentration
 - Learning/knowledge retention
 - Preparing/analyzing numerical figures
 - Emotional/behavioral self-regulation
 - Interacting with others

Work Environment

- The functions of this role are typically conducted in an office environment.

Hours of Work

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek. However, this is a salaried position, and the individual is expected to work as required to complete the duties of the position. This may mean hours beyond 35 per week are required.

AAP/EEO Statement

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____

Hiring Manager_____ Date_____