



DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

Director of Community Development

Office of Economic and Community Development (OECD)

GENERAL DESCRIPTION

This is an administrative and supervisory work planning, directing and coordinating the City of Scranton's Federal Community Development Block Grant (CDBG) Program. Duties performed involve responsibility for making policy, formulating long range objectives and programs and reviewing programs for conformance with policies and objectives. The supervision exercised and the responsible nature of the contacts with individuals and other agencies are significant aspects of the work. The Executive Director is directly responsible to the Mayor for administering the program.

DUTIES AND RESPONSIBILITIES:

- Specifically involves the responsibility for the functional operation of the Office of Economic and Community Development (OECD).
- Prepares and oversees, through subordinates, program goals and objectives, work schedules, and timetables relating to community development activities.
- Reviews proposed methodology, preliminary plans and drafts of study findings.
- Directs the preparation of applications to federal and state agencies for program funding available to the city and upon award administers those grants.
- Approves all expenditures related to activities and functions of the Office of Economic and Community Development.
- Develops, through subordinates, the nature and scope of comprehensive community development plans for the city.
- Represents the department at meetings held with various agencies, neighborhood organizations, groups, and the public.
- Supervises and directs a staff of professional, technical, and clerical personnel.
- Oversees the Code Enforcement Department.
- Prepares Code Enforcement Budget.
- Reviews Policies and Procedures in Code Enforcement.
- Reviews Code Enforcement Related Ordinances.

REQUIRED TRAINING, EXPERIENCING, KNOWLEDGES, SKILLS AND ABILITIES:

- Thorough knowledge of the philosophy, objectives and methods used in the implementation of municipal programs.
- Thorough knowledge of state and federal grant programs and procedures necessary to obtain funds.
- Ability to plan, assign, direct and review the work of professional, technical and clerical personnel.
- Ability to design, conduct, analyze and interpret results of special studies and reports used to evaluate program, effectiveness and management techniques.
- Ability to present information clearly, concisely, and in an interesting manner to citizen groups, public officials, and the public.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with associates, civic, community and industrial groups, public officials, and the public.

QUALIFICATIONS:

- Bachelor's degree is preferred but not required in public administration or any equivalent combination of education and experience which provides the required skills and abilities.
- Minimum of five (5) years of successful experience in Urban, Economic and Community Development.