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VACANCY FOR PROGRAM ADMINISTRATOR (COMMUNITY DEVELOPMENT)

Posting Date: MAY 29, 2018

Salary: Commensurate with experience

The City of Peekskill, located in Westchester County, is seeking a full-time Program Administrator (Community Development) for the Department of Planning and Development. Please see the attached job description for a complete list of duties and responsibilities.

Applicants must submit a Letter of Interest, City of Peekskill Application, Résumé, and Writing Sample to the City of Peekskill Human Resources Department, 840 Main Street, Peekskill, NY 10566. Please submit this material via e-mail to the Department of Human Resources at jduncan@cityofpeekskill.com and to the Department of Planning at ifriedman@cityofpeekskill.com. Employment Applications can be obtained from the Human Resources Office or the City's website (Human Resources Department): http://www.cityofpeekskill.com/sites/peekskillny/files/file/file/application_employeement.pdf

There are no residency requirements to participate in the application process, but preference in appointment may be given to qualified candidates that have been City of Peekskill residents for at least 30 days prior to the effective date of appointment.

The City of Peekskill is an Equal Opportunity Employer.

APPLICATION DEADLINE: JUNE 12, 2018



CITY OF PEEKSKILL JOB DESCRIPTION
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<i>Job Title:</i>	Program Administrator (Community Development)	<i>Department:</i>	Planning and Development
<i>Position Number:</i>		<i>Department Number:</i>	
<i>Reports to:</i>	Director of Planning	<i>Civil Service Classification:</i>	Competitive
<i>Prepared by:</i>	City of Peekskill Department of Human Resources	<i>Employment Status:</i>	Full-Time
		<i>FLSA Status:</i>	Exempt

JOB SUMMARY

Assists the Director of Planning or other designated officials in the administration and implementation of the municipality's Community Development program and other grant and planning work; does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Discovers and evaluates various sources of funding for community development, infrastructure and other projects;
- Prepares grant applications including project scopes, budgets and resolutions;
- Conducts research and prepares reports for the implementation of community development and grants projects, including RFPs, grant requirements, and financial analyses;
- Oversees consultants, contractors, inspectors and Committees, and coordinates the steps in project planning and management to lead a project through to implementation;
- Reviews and evaluates proposals and permit requirements for community development and grants projects;
- Maintains regular contact with various state, county, municipal, and community funding agencies;
- Prepares contracts and may conduct interviews with contractors/employees in accordance with Federal requirements (ADA, Davis-Bacon, Wicks laws, etc.);
- Prepares, maintains and files documents (claims, vouchers, payroll records, budgets, reporting, etc.) for grant management and reimbursement of program expenditures from funding source.

DISTINGUISHING FEATURES OF POSITION: Under general supervision, the incumbent performs moderately complex work in the administration, operation and oversight of municipal community development and grants programs. An incumbent of this position is responsible for coordinating the implementation and management of one or more Community Development and grant projects. This position requires frequent exercise of independent judgment within established policies and procedures. Dependent upon size and scope of the municipality's Community Development and grants programs, supervision may be exercised over subordinate personnel.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the general principles, practices and techniques used in Community Development Block Grant programs and other State and Federal grant programs; ability to organize, develop, analyze and interpret both physical and research data; ability to manage budgets for grant projects; ability to carry out grant requirements for planning and construction projects; ability to effectively give both oral and written presentations; ability to interpret rules, regulations and policies; ability to organize and direct the work of others, including consultants, contractors and Committees; initiative, imagination; tact; physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS (As adopted by the Westchester County Human Resources Department)

A Bachelor's Degree* and two (2) years of work experience that involved planning or project management for community development programs and/or procurement and administration of public or private grants.

SUBSTITUTION: A Master's Degree* in Public Administration, Business Administration, Planning, or related field may be substituted for one (1) year of the work experience described above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger or grasp, reach with hands and arms. The employee is frequently required to talk and hear. The employee is occasionally required to stand and walk.

The physical requirements of this position also require the ability to exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or regularly to move objects.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not subject to substantial exposure to adverse environmental conditions.

EMPLOYER'S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee holding this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as required by the applicable Department Head/supervisor and/or City Manager.
- This job description is intended for the internal use by the City of Peekskill and does not replace the job specification that has been adopted by the Westchester County Human Resources Department.
- This job description does not create a contract of employment, express or implied.