

VACANCY ANNOUNCEMENT



CITY OF MOUNT VERNON, NEW YORK MAYOR SHAWYN PATTERSON-HOWARD

POSITION: Community Development Specialist
DEPARTMENT: Department of Planning and Community Development

The City of Mount Vernon is an equal opportunity employer and is committed to achieving full and equal opportunity without regard to race, religion, color, gender, physical or mental disability and sexual orientation. The City of Mount Vernon has a zero tolerance for all forms of harassment or reprisal.

OPENING DATE: 09/01/2020

CLOSING DATE: 09/18/2020

SALARY RANGE: Commensurate with Experience

RESIDENCY REQUIREMENTS: MUST BE A RESIDENT OF WESTCHESTER COUNTY

APPLICATION INSTRUCTIONS:

Resumes and letters of interest should be addressed to:

City of Mount Vernon
Department of Human Resources
1 Roosevelt Square, Room 211
Mount Vernon, New York 10550

Or submitted via e-mail to: CityofMountVernonHR@cmvny.com

DISTINGUISHING FEATURES OF THE CLASS:

This is an important management position which manages community development projects for the City of Mount Vernon. The incumbent in this position will report to the Deputy Commissioner of the Department of Planning and Community Development. Does related duties as required.

EXAMPLES OF WORK: (Illustrative only)

- Manages community and economic development projects that support public infrastructure, economic development, homelessness and vital services to low-and moderate-income individuals and families;
- Manages the day to day operations of the community development office;
- Assists city agencies and non-profit organizations with compliance requirements;
- Provides technical assistance as needed to ensure recordkeeping;
- Works with auditors and finance office to ensure accuracy and compliance of all regulations in preparation of annual audits;
- Oversees the preparation of Financial Audit Reports;
- Prepares written reports and correspondence as required;
- Develops and implements community outreach and stakeholder engagement including coordination with citizens, non-profit and elected officials.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Must have some knowledge of practices of public administration and governmental organizations;
- Excellent organizational skills;
- Able to communicate effectively both verbally and in writing;
- Good knowledge and interpretation of federal regulations for grants and programs;
- Ability to establish and maintain effective working relationships with colleagues, local, state and federal governments, citizens, community groups and funding agencies;
- Good knowledge of the principles, practices and methods of community development, community planning, project management and public relations;
- Ability to prepare complex written reports;
- Ability to perform research and compile data;
- Ability to use computer applications such as spreadsheets, word processing, e-mail and database software;
- Good judgment; tact and courtesy; integrity and physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE:

- Graduation from an accredited two-year college with an Associate Degree; **PLUS** one (1) year of working within government, business, or public service agency which shall have involved working with financial reports and accounts, extensive dealing with the public, contracts and computer software experience.