



a town for a lifetime
IRONDEQUOIT *New York*

JOB ANNOUNCEMENT

TITLE: Director of Developmental Services
SALARY: \$78,795 - \$85,225 per year depending on experience
LOCATION: 1280 Titus Avenue, Rochester, NY 14617

Diversity and Inclusion are Core Values at the Town of Irondequoit

The Town of Irondequoit strives to have employees that represent the community in which we serve. We believe that diversity and inclusion make the Town of Irondequoit better by providing a place where bringing together a variety of perspectives leads to greater innovation and success.

JOB SUMMARY:

The position serves as the chief economic and community development director and is responsible for directing the overall operations of the divisions within the Community Development Department. The Director is the primary contact for commercial and residential development within the town and maintains supervisory responsibility over the staff responsible for planning, zoning, and environmental compliance. The Director works closely with related private and government organizations. This position reports directly to, and works under general supervision from, the Town Supervisor. The Director supervises the supervisors and other staff within the Department.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the operations, functions and objectives of the Town Departments of Building, Engineering, Planning, Zoning and Community Development; good knowledge of budget preparation and control; good knowledge of public administration practices and procedures; good knowledge of NYS International building codes; organizational ability; analytical ability; ability to develop policy and procedures; ability to represent the Town Board to other government officials and private agencies; supervisory ability; ability to develop and implement strategic planning applications, ability to communicate effectively both orally and in writing; ability to establish and maintain effective professional relationships particularly with outside contractors, builders and developers; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a planning field such as land use planning, urban planning or similar fields plus five (5) years paid full-time or its part-time equivalent experience in municipal planning or zoning.

SPECIAL REQUIREMENTS:

If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State.

CIVIL SERVICE CLASSIFICATION:

Exempt

FLSA CLASSIFICATION:

Exempt

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

SEND EMPLOYMENT APPLICATION AND LETTER OF INTEREST TO:

TOWN OF IRONDEQUOIT
DEPARTMENT OF HUMAN RESOURCES
1280 TITUS AVENUE, ROCHESTER, NY 14617

**APPLY
NOW!**

POSTING DATE: December 2, 2021
DEADLINE: Posted until filled

1280 TITUS AVENUE, ROCHESTER, NEW YORK 14617, PHONE: (585) 336-7275, FAX: (585) 336-7282
IT IS THE POLICY OF THE TOWN OF IRONDEQUOIT TO AFFORD EQUAL OPPORTUNITY TO ALL APPLICANTS FOR EMPLOYMENT WITHOUT REGARD TO AGE, RACE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, MARITAL STATUS, AND SEXUAL ORIENTATION, AND TO AFFORD EQUAL OPPORTUNITIES TO INDIVIDUALS WITH A DISABILITY, VETERANS OF THE VIETNAM ERA, AND DISABLED VETERANS IN COMPLIANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS.