

Beaver County, Pennsylvania
CLASS DESCRIPTION

BEAVER COUNTY OFFICE OF PLANNING & REDEVELOPMENT

**POSITION TITLE: Director, Office of Planning & Redevelopment;
Executive Director, Redevelopment Authority of Beaver County**
DEPARTMENT: Beaver County Office of Planning & Redevelopment

GENERAL DESCRIPTION OF DUTIES

This is supervisory, technical, advisory and managerial work providing professional support and policy recommendations regarding redevelopment, economic development and community development to the Beaver County Board of Commissioners, the Redevelopment Authority of Beaver County Board of Directors (**RABC**), the Pennsylvania Association of Housing and Redevelopment Agencies, the National Association of Housing and Redevelopment Officials, Beaver County municipalities, the Southwestern Pennsylvania Region, for profit and non-profit entities and organizations etc. Work involves overseeing and directing staff of the OPR and recommending policy on redevelopment, economic development, community development, blight removal etc., and together with the Assistant Director of the OPR, defining policies that are related to planning and land use. The position represents the County on a variety of local, county and regional **boards**, committees and organizations regarding redevelopment, economic development, and community development. The County Commissioners and the RABC provide managerial oversight. Duties include supervision of the operations and staff of the Office of Planning & Redevelopment (OPR).

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Performs, at the direction of the RABC, the duties required by the Commonwealth of Pennsylvania Urban Redevelopment Law, Act of May 24, 1945, P.L. 991, No. 385.

Coordinates program activities with appropriate agencies and organizations at the Federal, State and local levels, ensuring that the RABC Board, the Beaver County Board of Commissioners (BOC), and the public are kept informed of RABC activities.

Responsible for maintaining qualified staff to carry out specified programs; makes recommendations to the RABC, in concert with the BOC, for its action on personnel matters such as appointments, promotions, demotions, dismissals and suspensions.

Accountable to the RABC and the County for the RABC's fiscal operations, including causing the completion of annual audits, monitoring and controlling any RABC accounts and investments, the preparation of budgets, the review of bills and recommendation to the RABC Board regarding payment thereof.

Responsible for appropriate reports, including causing the production of and maintaining agenda and minutes of regular and special public meetings of the RABC and the Beaver County Planning Commission (BCPC).

Responsible for maintaining a system of complete records of OPR activities, including any records that are identified as being in the public domain and/or available for public examination.

Expected to work and cooperate with public and private groups, agencies, and organizations in all fields related to the betterment of the County of Beaver and its residents.

Responsible for seeking out and developing projects or programs that might become available for the general betterment of Beaver County or any community therein.

Responsible for department efforts associated with investigating and researching sources of public funding and grants; including the preparation applications to acquire funding and administer all funding and other contracts of the RABC.

Responsible for the purchasing of all property scheduled to be acquired and the disposition of properties as scheduled.

Makes regular visits to project sites to ensure that sufficient progress is being made to achieve program directives and be available, as needed, to meet with project residents to listen to, assess, and aid in solving specific problems with Authority managed projects.

Be responsible for site improvement and clearance activities.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the OPR, they are not an essential part of the purpose of this position and may also be performed by other unit members.
Performs related duties as directed by the RABC.

MINIMUM TRAINING AND EXPERIENCE

Minimum Bachelor's degree in management, community development, economics or related field; Master's degree preferred; supplemented by minimum five (5) years previous experience and/or training that includes redevelopment, community development and/or economic development and/or an equivalent combination of education, training, and experience. An understanding of State and Federal Redevelopment Programs is essential.

SPECIAL REQUIREMENTS

A valid Pennsylvania State Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information; includes exercise of judgment in determining time, place and/or sequence of operations; includes referencing data analyses to determine necessity for revision of organizational components.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate textures. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to wetness, dust/pollen and temperature extremes.

Attendance : Regular attendance is required

Beaver County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.