

CITY OF LOCK HAVEN

**JOB TITLE:** Director of Sustainable Community Development  
**WORK SITE:** City Hall, 20 E Church Street, Lock Haven, PA 17745  
**WORK HOURS:** 8Hrs/Day, 40 Hrs/Wk, Monday-Friday, 8:00AM to 5:00PM

**BENEFITS:**

HEALTH	DENTAL	OTHER
<b>HIGHMARK BC/BS</b> Copay: \$15/\$30/\$75 Deductible: \$0.00 Individual \$50/month Family \$130/month	<b>UNITED CONCORDIA</b> Copay: \$0.00 Deductible: \$0.00 Individual \$0/month Family \$0/ month	\$25,000 term life insurance \$275 per year in health reimbursements Prescriptions: \$0-\$50 (30-day supply)

**SUPERVISOR:** City Manager

**JOB SUMMARY:** Using the tools of planning, grants administration, and development & opportunity, the Director of Sustainable Community Development works to increase community engagement and economic opportunity by building a healthy, diverse and equitable community with attention to land use, conservation, energy use, the elimination of blight, transit, recreation, housing and other sustainability innovations.

**ESSENTIAL JOB FUNCTIONS:**

Planning:

- Administer the City’s Comprehensive Plan and oversee its decennial construction
- Administer the Historic District Advisory Committee
- Liaison to the City and County Planning Commission
- Administer the City’s Zoning, Subdivision and Land Development ordinances

Development:

- Application and administration of grants from State and local governments, agencies and foundations
- Administer community compliance plans (Section 504 ADA, EEOC, Citizen Participation, Conflict of Interest, Minority & Woman Business Enterprise, Fair Housing, etc.)
- Administer development incentive programs (LERTA, TIF)
- Administer City’s Commercial Loan Program and Sidewalk Repair Grant/Loan Program
- Coordinate the City’s Community Development Block Grant programs with grant administrator SEDA-COG

Sustainability:

- Administer City’s PA Municipal League Sustainable PA Certification program initiatives
- Administer City-wide mandated recycling program and associated grants (DEP 902 & 904)

**MARGINAL JOB FUNCTIONS:**

- Assist the City Manager and other staff in developing a sustainable community where residents enjoy an ever-increasing quality of life

- Attended meetings of the City Council, committees and community organizations as required
- Liaison to community organizations
- Perform other related duties as assigned

**QUALIFICATIONS:**

- Education: Bachelor's degree (for example: Community Development, Urban Studies & Planning, or Public Administration)
  - Preferred: coursework in the master's programs of Community & Economic Development or Public Administration
- Experience: Bookkeeping/accounting experience or education desirable, application and administration of state and local grants
  - Preferred:
    - Successful application and administration of Community Development Block Grant or HOME grant/loan program
    - Successful application and administration of federal and state aviation grants
    - Successful application & administration of federal & state public safety (police/fire) grants, state DCNR or PennDOT grants
- Demonstration of Skills and Abilities
  - Proficiency with word processing, spreadsheet programs and computer equipment
  - Ability to maintain records and files and assemble data for reports
  - Ability to exercise good judgement and tact
  - Ability to maintain absolute confidentiality of information
  - Ability to work with minimal direction and supervision
  - Ability to effectively communicate with the public
  - Ability to effectively communicate with other employees
  - Must be punctual, neat, and able to write legibly
- Must be able to pass a background examination

**PHYSICAL PERFORMING ELEMENTS:**

- Lifting and carrying 20-50 pounds
- Frequent bending, kneeling and reaching
- Standing for extended periods of time
- Sitting for extended periods of time

**MENTAL PERFORMING ELEMENTS:**

- Organizing and coordinating schedules
- Analyzing and interpreting data
- Problem-solving
- Communicating with the public
- Creating written communication
- Basic mathematic operations

When duties and responsibilities change and develop the job description will be reviewed and subject to changes of business necessity.