



**Danielle D. Dowd**  
Personnel Director

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## **JOB POSTING**

### **Community Development Director.**

There is a vacancy for the position of Community Development Director in the Economic Development Department. All interested and qualified employees please fill out a City of Oswego Employment Application.

**Duties:**

The Community Development Director's function is to formulate and/or execute programs that further the development of the City of Oswego. This is an administrative position involving responsibility for the submission of applications for federal and state development grants and for the management of funding received from said grants. The position involves coordination with appropriate governmental officials and private developers to foster development programs. Conducts public hearings and other meetings with private citizens and civic organizations to explain projects and elicit public opinion. Prepares progress and financial reports as required by state and federal agencies and the Common Council. The work is performed under the general supervision of the Mayor/Common Council with latitude allowed for the exercise of independent judgment in carrying out assigned duties. Supervision is exercised by technical and clerical staff.

**MINIMUM QUALIFICATIONS:**

Education, specialized background, training and experience.

- A) Graduation from a regionally accredited or New York State registered four year college or university with a bachelor's degree or higher and either three (3) years of full time or its part time equivalent experience in governmental administration, two years of which must relate to development programs, or three (3) years of experience in municipal, regional, or community planning or development, or related field, two years of which must have been in an administrative capacity;

OR

- B) Graduation from regionally accredited or New York State registered two year college or university with an associate's degree and either five (5) years of full time or its part time equivalent experience in governmental administration, two years of which must relate to development programs, or five (5) years of experience in municipal, regional, or community planning or development, or related field, two years of which must have been in an administrative capacity;

OR

- C) Graduation from high school or possession of a New York State high school equivalency diploma, and either seven (7) years of full time or its part time equivalent experience in governmental administration, two years of which must relate to development programs, or seven (7) years of experience in municipal, regional, or community planning or development, or related field, two years of which must have been in an administrative capacity;

**Starting Salary:** \$89,918. The City of Oswego offers a competitive benefit package which includes health insurance, dental, life insurance and NYS retirement.

**Applications:**

Oswego City Hall

Personnel Department

13 West Oneida Street, 3<sup>rd</sup> floor

(315) 342-8159

or visit our website below to apply

[www.oswegony.gov](http://www.oswegony.gov)

**Deadline for applications: May 1<sup>st</sup> by 5:00PM**