

EXAMINATION ANNOUNCEMENT

**Community Development Director
Community Planning & Economic Development**

ANNUAL SALARY

\$74,254.96

APPLICATIONS ACCEPTED FROM AUGUST 1, 2017 THROUGH AUGUST 31, 2017

FILING OF APPLICATION: Application must be made on the regular application form available at the Office of the Civil Service Commission, 26 S. Phelps Street, 7th Floor City Hall, Youngstown, Ohio. Applications are also available on the City's website, youngstownohio.gov. **Applications may be submitted in person or by mail.** Applications will be accepted from 8:00 a.m. on Tuesday, August 1, 2017 through 4:00 p.m. on Thursday, August 31, 2017. Any questions about the application process can be answered by the Civil Service Office at (330)742-8798. **APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:00 P.M. ON THURSDAY AUGUST 31, 2017.**

EXAMINATION INFORMATION:

TYPE: TRAINING AND EXPERIENCE EVALUATION: Applicant's grade will be determined based on Education and Experience found in the application and resume.

NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBILITY LIST.

GENERAL DUTIES: The Community Development Director serves under the direction of the Department's Director of Community Planning and Economic Development. This position performs highly responsible administrative and supervisory work as administrator of the Community Development Program and shall act as the Deputy Director of Planning. Candidate must have a working knowledge of modern principles and practices in community development and urban or city planning; excellent communication skills (both oral and written); and have the ability to interpret federal and state laws/regulations and apply them to developing program objectives accordingly. Work involves organizing, directing, and coordination of HUD Community Development Block Grant funded activities and other HUD programming as well as managing the planning and zoning functions of the department. Serves as the technical advisor of the Planning Commission, Mayor, City Council and Department Heads on planning and zoning matters. Reviews, collaborates with other entities, and provides direction on land use and comprehensive plans. Serve as city liaison and city representative with other communities, county, state and federal agencies and works with federal, state, and local government agencies in effecting a program for the elimination, prevention and arrest of blight within the City of Youngstown.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF YOUNGSTOWN ARE AS FOLLOWS:

Candidate must be a graduate from a College or University with a Bachelor's Degree in Planning, Public Administration or related field (Master's Degree Preferred). Have considerable progressively responsible experience in urban planning and (5) years' experience in community development, three (3) of which should be in a supervisory capacity. Must possess or be able to secure a valid Ohio Driver's license at time of employment. **All candidates for employment with the City of Youngstown must be residents of Mahoning County or an Ohio County that is adjacent to Mahoning County at time of hire.**

Applicants must meet the above required qualifications to be considered.

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NOTE: All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Original (*Sealed*) college transcripts are required as verification of educational attainments. If you are a veteran and wish to claim the military preference credit, please bring a XEROX COPY of FORM DD-214 showing proof of honorable discharge.

BONUS POINTS WILL BE ADDED FOR APPLICANTS WHO FULFILL THE MINIMUM QUALIFICATIONS:

- 20%** **Military** (DD-214 showing 180 days of active duty service and proof of honorable discharge required)
- 20%** **AICP Certification** (certificate from American Institute of City Planners must be presented with application)
- 15%** **Reserve Component Status** (proof of completion of initial entry-level training)
- 15%** **Proof of City Residency** (submit four (4) different proofs of residency from one (1) year ago and four (4) different current proofs of residency – total of 8)

*******As provided for in Youngstown City Ordinance ORD-11-244 and in accordance with the City of Youngstown Charter, Section 52 (E) any candidate who is a bona fide resident of the City of Youngstown for at least one year immediately prior to an entry level examination and remains a resident citizen of the City of Youngstown throughout the selection process, as determined by the Civil Service Commission, at the time of filing his or her application for examination, shall, if a passing grade is attained, have a credit of fifteen percent (15%) added to his or her raw score. The Applicant must show proof of residency by providing the following: Driver's License, Bank Statements, Utility Bills, Mortgage Release/Lease, and/or Insurance Statements. In order to be considered applicants must submit four (4) different proofs of residency from one (1) year ago and four (4) current proofs of residency (Total of 8)**