



DIRECTOR

to the Department of Planning and Economic Development



THIS IS AN INCREDIBLE OPPORTUNITY TO WORK, SUPPORT, AND BUILD A COMMUNITY IN NEW YORK STATE'S BEAUTIFUL FINGER LAKES REGION. AS THE DIRECTOR OF THIS RECENTLY REDEVELOPED DEPARTMENT THIS LEADER WILL WORK WITH CITY STAFF AND COMMUNITY PARTNERS TO CONTINUE TO BUILD ON THE RICH FABRIC OF GENEVA AS THEY CREATE THE FUTURE FOR OUR CITY. THE CITY OF GENEVA IS SEEKING AN ENERGIZED, DEDICATED, SKILLED, COMMUNITY PROFESSIONAL, TO SERVE IN THE ROLE OF DIRECTOR TO THE DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT.

POSITION SUMMARY

The Director is a key member of our leadership team and as Director, they have responsibility for the overall function of the Department of Planning and Economic Development within the City of Geneva. This position is empowered to provide oversight on all matters related to community development, economic development, and planning for the City of Geneva; such as issues related to business development, zoning, housing, tourism, transportation, community engagement, energy, and sustainability.

The work involves connecting with industries, community members, State and Local officials, and others to maintain and further invest in to the City. The Director works in coordination with community members and City staff to develop and implement planning strategies to advance the city of Geneva.

The department is built of a small team and is responsible for grant management, community engagement, economic development, neighborhood and housing programs. The Director must possess the ability to supervise and support employee success with strong negotiation skills, leadership, professional judgement, and decision-making.

The work of the Director is performed under the supervision of the City Manager.

The City of Geneva is looking for the following skills, attributes, and characteristics in the Director:

FUTURE FOCUSED

A community-minded person who is active in the City, is curious and inquisitive, and looks for opportunities for growth at every turn.

ALLY

A team player who promotes cooperation between the departments, community members, and other stakeholders.

INTEGRATOR

A genuine individual who builds strong relationships within the communities they serve and on the teams they are a part of.

HUMBLE

An approachable leader who listens to all types of feedback, is willing to be held accountable, accepts responsibility, and learns from mistakes.

STRATEGIC

A visionary leader who is prepared to serve the City of Geneva as well as the region in an effective and efficient manner.

DUTIES AND RESPONSIBILITIES

- Oversees and supervises grant and program administration responsibilities, related to community/economic development and neighborhood/housing programs.
- Supports the work related to land use planning and programs, including assisting with zoning administration, comprehensive planning.
- Supervises, develops and implements city-wide economic development, community development and neighborhood/housing strategies, plans, and activities.
- Provides technical assistance to facilitate public and private development projects.
- Supervises departmental team, managing a variety of activities including personnel, budgeting, staffing, etc.
- Works with the City Manager, and gathers feedback from community members, elected officials, and others, to address the city's community and economic development opportunities and challenges.
- Is knowledgeable on the purpose, principles, terminology and practices employed in municipal and community planning, community and commercial revitalization.
- Stays abreast of current legislation impacting the City of Geneva and surrounding community.

TO APPLY:

Submit a cover letter, resume, and at least two professional references (who will not be contacted until the applicant is notified) by email to Jennifer Slywka at jbs@geneva.ny.us with the subject of Application for Director to PED

Application Deadline
April 21, 2023

QUALIFICATIONS

Bachelor's degree from accredited institution and five years of progressively responsible experience in planning, public administration, community or economic development, or related area, including at least two years in a supervisory or management capacity. A Master's degree in a related field may substitute for two years of experience.

SALARY

The pay for this position is \$72,500 - \$82,700 commensurate with experience.

WORK SCHEDULE AND ENVIRONMENT

The majority of the work will be performed on-site within City Hall located at 47 Castle Street, Geneva NY. The Director is a management position and has the flexibility to work remotely on an as needed basis. The work day is 8:30am to 4:30pm Monday - Friday (35 hours a week), however there may be meetings outside of the intended schedule.

THE CITY OF GENEVA

City of Geneva, NY (pop.13,250) is located between Rochester and Syracuse on Seneca Lake in the heart of New York's scenic Finger Lakes region on the northern rim of Seneca Lake. The City is historic, charming, and picturesque with deep roots in farming and agriculture. The abundance of fruits, vegetables, dairy products, and other locally-grown and produced foods has encouraged a home-grown culinary scene offering a variety of farm-to-table restaurants, wineries, craft breweries, specialty foods, and farmers' markets. Key industries include agriculture, healthcare, manufacturing, food processing and higher education.