

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR**  
**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**REPORTS TO: DEPUTY CITY MANAGER - DEVELOPMENT      DATE: 04/2023**

**JOB SUMMARY:**

Works directly under the Deputy City Manager – Development. Serves as the Assistant Director of Community Development. Employee is a catalyst for community and economic development projects, programs, and initiatives. Employee manages all aspects of the City’s Economic Development Program including strategic planning, marketing, business recruitment and retention, economic development programs (tax increment financing, RSA 79E community revitalization tax relief incentive, economic revitalization zones, community development block grants, revolving loan fund program, etc.) as well as redevelopment initiatives and brownfields program. Leads negotiation, implementation and management of public / private partnerships as assigned. Oversees, coordinates and manages the City’s public parking system. Oversees, coordinates and manages the City’s municipal airport. Employee is responsible for annual preparation of the City’s capital improvement program. Assists with daily management of the Community Development Department, acts as the Deputy City Manager – Development as needed, and manages other community development projects and initiatives as assigned.

**ESSENTIAL JOB FUNCTIONS:**

Economic Development: Coordinates and manages the City’s Economic Development initiatives and programs. Develops, implements and manages the City’s Economic Development Master Plan and related strategies. Prepares and implements Economic Development marketing plans / strategies, as well as the business retention and recruitment programs. Directly administers all aspects of City’s economic development programs including, but not limited to, Tax Increment Financing Districts, RSA 79-E Community Revitalization Tax Relief Incentive Program, Community Development Block Grant Program, Revolving Loan Fund Program as well as Brownfields Redevelopment initiatives.

Economic Development Marketing and Public Relations: Develop, implement and manage a multi-platform economic development marketing plan / strategy with a distinct Concord “brand”. Work with the City’s Public Information Officer to promote economic development initiatives, programs, and accomplishments. Develop and manage annual operating budget (including accomplishments; workload measurements; and management goals) associated therewith. Drafts requests for proposals and bid packages to engage goods and services to support marketing efforts.

Business Retention and Recruitment: Cultivate business relationships with CEOs/General Managers/Executive Directors of the largest employers to understand their needs and provide technical assistance relative to opportunities for growth. Solicit and recruit new businesses and real estate developers to the community through written correspondence, conference calls, video conferencing, social media, marketing techniques, and/or in-person visits with C-suite executives, site selectors, and developers.

Community and Economic Development Relationships: Cultivate close working business relationships with local, regional, and state community development and economic development organizations to foster and promote Concord’s economic development goals and objectives. Such organizations include, but are not limited to, International Economic Development Council, Greater Concord Chamber of Commerce, Concord Young Professionals Network, Intown Concord Inc., Capitol Regional Development Corporation, Stay Work Play, SCORE, Makerspaces, NH Department of Business and Economic Affairs, NH Community Development Finance Authority, US Small Business Administration, NH Preservation Alliance, area arts and culture organizations, and others, including those focused on diversity / equity / inclusion within the context of community and economic development.

Tax Increment Financing: Manages the City’s Tax Increment Finance (TIF) Districts. Develops annual operating budget (including accomplishments; workload measurements; and management goals), capital

improvement program, and financial pro forma, and makes recommendations associated therewith to the Deputy City Manager - Development. Coordinates with the City Assessing Department concerning incremental assessed value and release of value to support City's General Fund and associated taxing entities (School District, County, and State of New Hampshire). Serves as primary staff liaison to TIF Advisory Boards; prepares agenda package and oversees preparation of meeting minutes thereof. Prepares financial analyses and pro formas to model viability of potential TIF investments for capital improvement projects as well as potential public / private partnerships. Prepares TIF Development Program and Financing Plans, and amendments thereto. Administers all aspects of capital projects for TIF funded capital improvements (design, bidding, construction), and manages all contractors associated therewith (surveyors, architects, engineers, construction contractors and other similar parties). Manages contracts for goods and services associated with administration of the TIF Districts. Monitors proposed legislation regarding TIF and testifies to the State Legislature about potential legislative changes as warranted. Drafts reports and resolutions to City Council regarding TIF items. Makes presentations to various boards, commissions, and community stakeholders.

RSA 79-E Community Tax Relief Incentive: Manages the City's RSA 79-E Community Tax Relief Incentive Program. Develops and maintains application forms. Reviews applications including cost estimates and financial pro formas submitted by applicants to determine whether RSA 79-E is warranted to render proposed projects economically viable. Coordinates with City Assessing Department during application review process to establish based assessed value and projected future assessed value of properties for which RSA 79-E is being sought. Calculates projected total tax subsidy if RSA 79-E is awarded. Ensures compliance with RSA 79-E programmatic requirements and statutory obligations, including protective covenants provided by applicants which receive RSA 79-E benefits. Manages contracts for goods and services associated with administration of the TIF Districts. Monitors proposed legislation regarding TIF and testifies to the State Legislature about potential legislative changes as warranted. Drafts reports and resolutions to City Council regarding TIF items. Makes presentations to various boards, commissions, and community stakeholders.

Community Development Block Grant (CDBG) Program: Manages all aspects of the City's CDBG Program (Concord is not an Entitlement Community), including City's on-call grant consultant and associated City administrative support staff. Solicits proposals from potential partners for housing, public facility, planning, and economic development CDBG. Reviews potential CDBG projects for viability. Coordinates preparation of CDBG applications, as well as administration of awarded applications with City's on-call consultant for CDBG Program. Prepares applications and administers applications during consultant vacancies. Coordinates preparation of CDBG contracts, sub-recipient agreements, mortgages and promissory notes. Serves as primary staff liaison to City's Community Development Advisory Committee; prepares agenda package and oversees preparation of meeting minutes thereof. Drafts reports and resolutions regarding CDBG items. Makes presentations to various boards, commissions, and community stakeholders.

Revolving Loan Fund (RLF) Program: Manages all aspects of the City's Revolving Loan Program. Program supports housing and economic development projects which primarily benefit low- and moderate-income persons and removal of blight. Develops and maintains RLF regulations and application forms; recommends periodic updates thereto. Receive, review and process loan applications, complete underwriting to determine strengths and weaknesses of applications and prepare loan reports with recommendations to the City's Community Development Advisory Committee. Reviews requests for loan participation agreements from partner lenders such as the Capitol Regional Development Council. Actively participates in / coordinates preparation of amortization schedules, mortgages, and promissory notes. Responsible for preparation of annual operating budget for RLF Program (including accomplishments; workload measurements; and management goals). Monitors accounts for timely payment, acts as appropriate to collect on delinquent payments. Ensures timely discharge of mortgages when loan repayment occurs in full. Serves as primary staff liaison to City's Community Development Advisory Committee (the City committee which reviews RLF applications); prepares agenda package and oversees preparation of meeting minutes thereof. Drafts reports and resolutions and regarding RLF items. Makes presentations to various boards, commissions, and community stakeholders.

Redevelopment and Brownfields Program: Manages the City's Redevelopment and Brownfields Programs. Identifies strategic properties for acquisition and redevelopment and manages all aspects of real estate negotiations / purchase and sales agreements associated therewith. Develops financing plans

for the acquisition, management, and remediation of acquired properties. Prepares applications for grant funds to support redevelopment and cleanup efforts, including, but not limited to, US Environmental Protection Agency and NH Department of Environmental Services. Manages all aspects of capital projects for acquisition and redevelopment of properties (design, bidding, construction), and manages all contractors associated therewith (surveyors, architects, engineers, construction contractors and other similar parties). Manages contracts for goods and services associated with administration of redevelopment properties.

Public / Private Partnerships: Assists Deputy City Manager – Development with review, evaluation and negotiation of public / private partnerships to further community and economic development goals. Identifies project elements, prepares analyses and pro formas to evaluate viability of potential public / private partnerships. Assists with review of potential partnerships with other City departments as needed. Assists with preparation of legal documents related to public / private partnerships including, but not limited to, Development Agreements, Purchase and Sale Agreements, Leases, Master Parking Agreements, Easements, Licenses, Performance Mortgages, Covenants, Sureties, and other similar instruments. Assists with preparation of reports, resolutions and ordinances related to public / private partnerships for City Council action. Manages all aspects of City capital projects associated with public / private partnerships (design, bidding, construction), and manages all contractors associated therewith (surveyors, architects, engineers, construction contractors and other similar parties). Manages contracts for goods and services associated with public / private partnerships. Manages public / private partnership agreements to ensure all parties perform their respective obligations under such agreements.

Parking System:

Administers the City's municipal parking system. Directly oversees and coordinates all activities of Police Department Parking Division, General Services Department Downtown Services Team, and General Services Public Properties Division.

Receives and investigates complaints and inquiries by citizens related to the parking system; responds or refers to appropriate department or division for action and follow-up.

Serves as primary staff liaison to City's Parking Committee; prepares agenda package and oversees preparation of meeting minutes thereof. Recommends policies and ordinances to City Administration, Parking Committee and City Council. Prepares pro formas modeling potential impacts of proposed financial policies for parking system.

Manages all aspects of strategic planning and financial management for the parking system. Prepares annual operating budget (including accomplishments; workload measurements; and management goals), capital improvement program, and financial pro forma. Oversees day to day financial management of the parking system. Approves accounts payable and monitors accounts receivable.

Manages all aspects of City capital projects associated with the parking system (design, bidding, construction), and manages all contractors associated therewith (surveyors, architects, engineers, construction contractors and other similar parties).

Works with the Parking Supervisor to administer annual contracts for goods and services, such as, but not limited to, snow removal, sweeping, pressure washing, and other routine maintenance and minor repairs. Prepares request for proposals and bid packages for goods and services as needed.

Administers long-term lease agreements for parking facilities. Leads negotiations to transition leases to City's permit system. Also leads negotiations of master parking agreements related to public / private partnerships.

Prepares ordinances as recommended by Parking Committee. Works with Legal Department to finalize ordinances. Prepares reports to City Council associated therewith.

Drafts reports and resolutions and regarding the parking system. Makes presentations to various boards, commissions, and community stakeholders.

Airport:

Administers the City's municipal airport. Directly oversees and coordinates all activities of City's Fixed Base Operator / Airport Manager, Community Development Department Engineering Services Division, General Services Department Public Properties Division.

Receives and investigates complaints and inquiries by citizens related to the Airport; responds or refers to appropriate department or division for action and follow-up.

Serves as primary staff liaison to City's Airport Advisory Committee. Prepares meeting agenda packages. Recommends policies to City Administration, Airport Advisory Committee and City Council. Prepares programs modeling potential impacts of proposed financial policies for Airport.

Manages all aspects of strategic planning and financial management for the Airport. Prepares annual operating budget (including accomplishments; workload measurements; and management goals). Coordinates preparation of capital improvement program with Community Development Department Engineering Services Division and General Services Department Public Properties Division.

Serves as primary liaison to the Fixed Base Operator (FBO) / Airport Manager. Negotiates FBO agreement. Fosters and maintains a positive working relationship thereto, works cooperatively with FBO / Airport Manager address airport needs and issues.

Oversees maintenance activities undertaken by the General Services Department Public Properties Division.

Oversees capital projects undertaken by Engineering Services Division of the Community Development Department.

Negotiates and administers real estate transactions associated with the airport, including lease agreements.

Drafts reports and resolutions and regarding the parking system. Makes presentations to various boards, commissions, and community stakeholders.

Community Development:

Assists the Deputy City Manager – Development with day to day administration of the Community Development Department. Acts as Interim Deputy City Manager – Development when assigned. Oversees daily activities of Community Development Specialist regarding jointly staffed committees (Airport Advisory, Community Development Advisory Committee, Etc.) and activities relative to Community Development Block Grants, Revolving Loan Fund, and others. Manages other staff as assigned.

Assists the Deputy City Manager – Development with strategic planning, budgeting, and administration of the Community Development Department as needed.

Assists with review of proposed rules, regulations, policies, and ordinances pertaining to land use, construction, and development regulation as needed.

Actively participates in Master Planning and charrette projects as assigned; reviews proposed zoning and regulatory amendments and provides recommendations thereto.

Assists with management and recruitment of staff as needed.

Prepare and administer grant applications.

Oversees, coordinates, and administers high profile special City projects and initiatives as assigned.

Works with the Deputy City Manager – Development to manage communications and public relations efforts of the Community Development Department.

Represents the Community Development Department as assigned at various functions such as making speeches at civic and business associations, meets with influential persons within the community, developers, officials, citizens, and representatives of the media, to establish goodwill and resolve and respond to issues.

Miscellaneous:

Coordinates the City's Capital Improvement Program. Works with all City departments to ensure that the CIP is comprehensive, and that projects are well planned and coordinated. Ensures that project cost estimates are accurate. Develops and recommends funding strategies for projects.

Works with upper management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

Performs special assignments as directed to include researching and preparing reports and findings, developing and implementing programs, and presenting technical data to staff, committees, elected officials, and others.

Writes detailed or technical reports of all findings, conclusions, and recommendations based on a thorough analysis and interpretation of data for presentation to others.

Perform other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer                      General Office Equipment                      Automobile

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Master's degree from an accredited educational establishment with major course work in community development, economic development, economics, real estate, municipal or regional planning, business or public administration, or closely related field; and ten (10) years of responsible experience with municipal, state, or federal government, or performing work related to community and economic development in private business; or any combination of education, training and experience which provides the knowledge, skills, and abilities required for the job

**Licenses and Certifications:** Valid New Hampshire Driver's License. Certified Economic Developer (desired), American Institute of Certified Planners (desired).

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Principles and practices of community development, economic development, economics, land use planning and zoning, development regulations and permitting processes, urban design, civil /structural/environmental engineering, architecture, and landscape architecture.

Principles and practices of real estate development, including development finance, market feasibility studies, real estate law, negotiation of purchase and sales agreements, lease agreements, etc.

Principles and practices of banking and lending, including underwriting, amortization schedules, mortgages, and promissory notes. Experience with GMS software desired.

Principles and practices of municipal finance and budgeting, including, but not limited to, operating and capital budgets, tax increment financing, general obligation bonds, revenue bonds, reserve funds, special assessment districts, business improvement districts, State and Federal tax credit programs, development incentives, etc.)

Principals and practices of federal, state, and local economic development programs, as well as tax increment financing.

Principles and practices of public parking systems and related infrastructure.

Principles and practices of general aviation airports.

Principles and practices of governmental purchasing processes and contracting procedures.

Principles and practices of grant writing and management.

Principles and practices of contract law.

Principles and practices of American Institute of Architects construction management contracts.

Principles and practices of environmental contamination issues as they pertain to real estate development (brownfields). Understanding of State and Federal laws, rules, regulations, and policies related to environmental cleanup.

Principles and practices of municipal finance and budgeting, including, but not limited to, operating and capital budgets, tax increment financing, general obligation bonds, revenue bonds, reserve funds, etc.)

Written language skills including spelling, grammar, punctuation, and vocabulary.

Methods and techniques of research and statistical analysis.

Computer applications related to the work. Specific skills related to Microsoft Word, Project, Schedule, Excel, Outlook, Power Point, Access and ESRI Arc/Map desired.

**Skill In:**

Using tact, discretion, initiative and independent judgment within established guidelines.

Forming and maintaining positive working relationships with co-workers, elected and appointed officials, Federal and State Agencies, community partners and stakeholders, and the general public.

Resolving conflict and building consensus.

Organizing work, setting priorities, meeting critical deadlines, getting others to complete work assignments and following up assignments with a minimum of direction.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Accurately proofreading copy with accompanying knowledge of grammar, punctuation and spelling.

Communicating clearly and effectively, orally and in writing.

Budget development and program analysis.

**Mental and Physical Abilities to:**

Recognize, comprehend and successfully navigate complex and sensitive situations.

Set up quantitative analysis programs.

Develop and interpret trend data.

Prepare and present effective oral and written reports to groups of various sizes.

Establish and maintain cordial effective working relationships with supervisor, assigned employees, coworkers, other City staff and departments, businesses and public officials.

Write reports and correspondence.

Read and interpret documents such as complicated legal agreements, construction contracts, purchase and sales agreements, leases, easements, and other similar documents.

Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Read and interpret building and site plans and other construction plans and documents.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Define problems, collect data, establish facts and draw valid conclusions.

While performing the essential functions of this job, the employee is frequently required to drive an automobile, stand, walk, sit, use hands, and talk or hear.

**Working Conditions:**

The incumbent's working conditions are typically quiet. Incumbent's working conditions periodically include active construction sites.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.