NEW CASTLE COUNTY GOVERNMENT

CLASS SPECIFICATION

Title: Director of Redevelopment

GENERAL STATEMENT OF DUTIES: Directs the operations of the New Castle County Redevelopment Office; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is an appointed position that serves at the pleasure of the County Executive. Under the general direction of the County Executive and the Chief Administrative Officer, an employee in this class manages the daily activities of the county Redevelopment Office.

EXAMPLES OF WORK (Illustrative Only):

- Promotes the redevelopment of existing properties, in preference to the development of open space and farmlands;
- Serves as a positive voice encouraging responsible development in New Castle County;
- Works cooperatively with the Department of Natural Resources and Environmental Control (DNREC), Delaware Economic Development Office (DEDO), and the New Castle County Economic Development Council to develop resources for redevelopment;
- Acts as the economic development liaison for New Castle County;
- Guides development to sites with existing infrastructure;
- Coordinates title and environmental review of brownfield sites;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of principles and practices of management and of the services provided by New Castle County; knowledge of economic development financing; knowledge of environmental clean-up issues; ability to communicate courteously and effectively, both verbally and in writing; ability to make effective presentations before groups; ability to establish and develop effective working relationships with associates, government officials, the business community, agencies, private organizations, and the public and to promote an ongoing attitude of dedication to excellent customer service; advanced analytical, evaluative and critical thinking...
skills; ability to make reliable recommendations; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least ten years of experience related to economic development or redevelopment activities and possession of at least a Bachelor's Degree from an accredited college or university with major course work in business administration or a related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

HISTORY OF REVISIONS:
Established: 06/09/05