

**CITY OF BRADFORD  
OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT**

**CLASS TITLE: DEPUTY DIRECTOR**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The position of Deputy Director of the Office of Economic and Community Development (OECD) is a professional position that reports directly to the Executive Director. The purpose of the Deputy Director position is temporary; in that the plan is for the Deputy Director to work with the Executive Director with the expectation that the Deputy Director will be promoted to Executive Director upon a satisfactory recommendation to City Council by the Executive Director and City Administrator after a six-month probationary period.

The Deputy Director will be expected to work with the Executive Director to become familiar with the OECD's federal and state grant administration, community and economic development activities (both ongoing and planned); administration of loan programs; management of facilities and operations; financial management and an understanding of roles and partnerships with non-profit organizations, local banks, corporations, etc.

During the six-month probationary period, it is expected that the Deputy Director will gain the knowledge and experience necessary for promotion to the Executive Director position. The Deputy Director will perform many of the duties expected of the Executive Director, including, but not limited to:

Reviews and oversees the day-to-day activities of the OECD and sees that the programs are being administered effectively.

Assigns work to various personnel in the organization.

Interviews, selects, and supervises staff employees.

Oversee the budget, grant financial administration, and overall financial operations of the OECD.

Consult with Facilities/Construction Manager on the operations of OECD buildings and facilities.

Meet with business owners/developers for recruitment and business expansion purposes.

Work with community and business organizations on community impact development projects.

Analyze the financial feasibility of proposed projects and prepare funding applications.

Work with various federal, state, and local agencies to secure and coordinate financing for all OECD community and economic development projects.

**QUALIFICATIONS:** The Deputy Director shall have a minimum of a four-year degree in urban planning, public administration, business, or a field related to community and economic development and five years of experience in a management-type position. The Deputy Director must have excellent written, verbal, communication, and people skills. The Deputy Director must have excellent leadership skills, strong organizational skills, be creative, and be a problem solver. The Deputy Director must be flexible in his/her ability to communicate and work with citizens, residents, community groups, government officials, and business leaders. The Deputy Director must have a valid driver's license.