

THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.

Deputy Director of Development Services



The **Deputy Director of Development Services** directs staff as it provides assistance to neighborhood, industrial and corporate businesses. Directs staff implementation of Hartford Redevelopment Agency Plan. Negotiates City's participation in development projects. Manages large scale complex development projects. Oversees the development, implementation and administration of the timely review, approval and permitting of development activity. Represents the City in state and regional initiatives and associations. Participates in content expert group meetings for thorough analysis and recommendations of proposals that impact operations. Quantifies labor impact of the proposals. Analyzes policies, procedures, and methods to identify work required to meet City objectives. The above essential duties and responsibilities are not intended as a comprehensive list; they are intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform additional related duties by the Director of Development Services. The Deputy Director serves as the Acting Director in the absence of the Director. This position is in the unclassified service and incumbent is appointed and serves at the pleasure of the Development Services Director.

The **Ideal Candidate** will possess a professional history that demonstrates

Knowledge of:

- Federal, state and city statutes and programs dealing with economic development
- Municipal administration and budgeting
- Ability to analyze financial transactions
- Real estate development financing practices
- Project and process management with emphasis on streamlining, automating and documenting processes
- Technology and database applications

Skills in:

- Managing and implementing change processes
- Collaborating with others and influencing outcomes and people in a positive and constructive manner
- Verbal, written and presentation communications

Ability to:

- Solve problems and to manage multiple priorities well and within deadlines
- Establish and maintain effective working relationships with municipal officials, department heads, employees and the general public

Qualifications

Bachelor's degree from an accredited college or university with a major in public administration, business administration or a closely related field, and ten (10) years of increasingly responsible public sector administration experience in process improvement, quality assurance, or budget analysis or an equivalent combination of training and experience.

Or

Master Degree from an accredited college or university with a major in public administration, business administration or a closely related field, and five (5) years of increasingly responsible public sector administration experience in process improvement, quality assurance, or budget analysis or an equivalent combination of training and experience.

Necessary Special Qualifications

Possession of a valid driver's license. A copy of this license must be submitted with your application.

Compensation

Annual Salary for this position is \$89,099.92 to \$136,639.88. Benefits include medical and dental insurance, retirement and benefits, as well as 20 days of vacation and 12 paid holidays.

The Application Process

Send cover letter and resume to:

Dr. Elda Sinani, LL.M.
City of Hartford- Department of Development Services
250 Constitutional Plaza- 4th Floor
Hartford, CT 06103

APPLICATIONS WILL BE ACCEPTED UNTIL SUFFICIENT APPLICATIONS HAVE BEEN RECEIVED.

