DEPARTMENT: **ECONOMIC DEVELOPMENT**
CLASSIFICATION: **COMPETITIVE**
APPROVED: **SEPTEMBER 6, 2024**

DIRECTOR OF PLANNING & BROWNFIELD DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for managing a countywide brownfield program, including administrative and project management duties for the Niagara County Brownfield Development Corporation (NCBDC); administering grant and revolving loan fund reporting requirements; and overseeing countywide brownfield projects. The incumbent serves as the county's brownfield expert. The work is performed under the general supervision of the Commissioner of Economic Development with wide leeway allowed for the exercise of independent judgment in carrying out the details of the work in accordance with all applicable regulations. The incumbent directly supervises planning staff, environmental consultants, attorneys, and interns. Does related work as required.

TYPICAL WORK ACTIVITIES:
1. Manages a countywide brownfield program with state and federal environmental regulatory agencies, prepares and submits professional technical reports, and grant agreements in accordance with applicable regulations;
2. Secures and manages grant-funded programs from the state and federal governments;
3. Provides administrative oversight of the NCBDC and serves as project manager for all projects funded through the NCBDC;
4. Supervises consultants who are performing brownfield site assessments and remediation to ensure compliance with environmental laws, standards, regulations, or other requirements;
5. Prepares brownfield Request for Qualifications and Requests for Proposals, reviews and evaluates environmental assessment and remediation project proposals, and negotiates contracts for services needed for environmental assessment and remediation;
6. Supervises staff carrying out brownfield project tracking, scheduling and record keeping required to meet grant requirements;
7. Serves as the county's brownfield expert and presents brownfield information at local, state, national, and international conferences and meetings and provides brownfield expertise to municipalities, the development community and local Brownfield Opportunity Area Steering Committees;
8. Manages a comprehensive brownfield site inventory in geographic information systems (GIS) and creates GIS maps for planning and economic development projects;
9. Prepares brownfield grant applications and conducts brownfield economic analysis;
10. Oversees the development of brownfield marketing materials, including the brownfields section of the department website, and markets brownfield properties in Niagara County to prospective developers and promotes available incentives for site remediation;
11. Promotes the use of landfills and brownfields for solar and alternative energy projects;
12. Assists the Niagara Orleans Regional Land Improvement Corporation (NORLIC) with the management of tax delinquent properties as well as with environmental reviews as needed;
13. Serves as economic development specialist to the Niagara County Farmland Protection Board or oversees staff performing the same;
14. Supervises planning staff and oversees planning project analysis, preparation, and implementation;
15. Provides planning guidance and assistance to municipal personnel and boards.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of brownfield assessment, remediation, end use planning and marketing; thorough knowledge of state and federal brownfield regulations, guidelines, laws and policies; thorough knowledge of brownfield reuse alternatives; thorough knowledge of brownfield financial feasibility analysis; thorough knowledge of modern office software applications including geographic information systems (GIS) to analyze brownfield properties; working knowledge of the principles and practices used in economic development, community development, and municipal planning; working knowledge of the methods used in administering and monitoring grant and revolving loan funds; working knowledge of the federal, state and local laws, policies, and programs related to planning and economic development; expertise writing and administering brownfield grants; strong presentation skills; ability to operate a personal computer and modern office software applications at an acceptable rate of speed and accuracy; ability to negotiate contracts with environmental consultants; ability to analyze environmental data; ability to prepare professional brownfield technical reports; ability to direct and manage a project team of diverse members including consultants, environmental specialists, attorneys, developers and property owners; ability to analyze data and prepare maps, graphs, and reports; ability to understand, interpret, and analyze complex oral information, detailed written material, and quantitative and qualitative data; ability to develop and maintain effective working relationships with others; sound professional judgment, integrity, tact, and courtesy; physical condition commensurate with the demands of the position.

SUGGESTED PROMOTIONAL QUALIFICATIONS:
Five (5) years of permanent competitive status as a Brownfield Program Manager in the Niagara County Economic Development Department.

MINIMUM QUALIFICATIONS:
Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in urban planning, engineering, environmental studies, geology, or chemistry and one (1) year of full-time paid experience in brownfield program management; **OR**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in urban planning, engineering, environmental studies, geology, or chemistry and three (3) years of full-time paid experience in brownfield program management.