

**Business of the Village Board
Village of Saranac Lake**

SUBJECT: Community Development Director

Date: 9-25-2023

DEPT OF ORIGIN: Village Manager

Bill # 128 -2023

DATE SUBMITTED 9-18-2023

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED: \$

AMOUNT
BUDGETED: \$

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT

Authorize the Village Manager to hire Katrina Glynn as the Community Development Director

RECOMMENDED ACTION

MOVED BY:

Catillaz

SECONDED BY:

Shapiro

VOTE ON ROLL CALL:

MAYOR WILLIAMS

TRUSTEE BRUNETTE

TRUSTEE CATILLAZ

TRUSTEE SCOLLIN

TRUSTEE SHAPIRO

Resolution authorizing the Village Manager to hire Community Development Director

WHEREAS, the Village of Saranac Lake has a vacancy for the position of the Community Development Director, and

WHEREAS, the Village of Saranac Lake has received Civil Service Approval to hire for the Community Development Director, and,

WHEREAS, the position is a Civil Service Position and must meet necessary requirements for Civil Service, and,

WHEREAS, Katrina Glynn has met all of the requirements for the appointment for the Community Development Director position.

NOW, THEREFORE BE IT RESOLVED, the Village of Saranac Lake Board of Trustees authorizes the Village Manager to appoint Katrina Glynn as Community Development Director.



Village of Saranac Lake

39 Main Street, Suite 9 Saranac Lake, NY 12983-2294

Phone: (518) 891 - 4150

Fax: (518) 891 - 1324

Web Site: www.saranaclakeny.gov

September 20, 2023

Offer of Employment

Position FLSA Designation

Exempt Employee

Civil Service Title/Class Designation

Community Development Director/Non-competitive

Salary

\$80,000/yr.

Vacation

Eighty (80) hours per year, accrual basis

Sick

Eight (8) hours per month, accrual basis. Maximum of 1,320 hours.

Personal

Twenty Four (24) hours per year.

Compensatory Time

FLSA exempt employees are not paid overtime however these employees will be entitled to accrue up to 80 hours on an hour-for-hour basis to be used in the same manner as vacation or personal leave

Holidays

Ten and half (10.5) days per year (predetermined per Employee Handbook)

Insurance

- The Village offers health, dental, and vision insurance coverage for administrative staff through the NYS Teamsters Health and Hospital Fund beginning on the first day of the month following 60 days of employment. The employee contribution for health insurance for administrative staff is 5% of the premium for individual, two person or family coverage. Out-of-pocket deductible costs are covered in full through an employee dedicated Health Reimbursement Account.
- Life Insurance premium covered by the village for employee and dependents
- Disability and Worker's Compensation

Other Benefits

- Membership in the NYS Retirement System
- Deferred Compensation Plan
- AFLAC plans
- Direct Deposit

Conditions of Employment

- All new permanent employees work on a probationary period for up to 52 weeks
- To perform duties as identified in the job description and other duties as assigned by the Board of Trustees.

THIS OFFER HAS BEEN APPROVED BY:

Saranac Lake Village Board Bill #: 128

I accept this offer of Employment: _____



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Community Development Director

Location: Village of Saranac Lake

Jurisdictional Class: Non-Competitive Class Appointment

Full Time: 40 hours per week

Application deadline: Until position is filled

Starting Annual Salary: Competitive Salary

Residency: Residency is waived

DISTINGUISHING FEATURES OF THE CLASS:

The Community Development Director oversees all activities of the Planning and Community Development Department. Responsibilities include coordinating the activities of the department with those of other elected and appointed officials that relate to the community's planning, development, zoning, building or occupancy within the Village, as applicable to the needs of the Village. The incumbent is accountable for departmental planning and operational goals while furthering Village goals and objectives within general policy guidelines. The Community Development Director under the administrative direction of the Village Board and/or Village Manager plans, organizes, provides administrative direction and oversight for and participates in all community development functions and activities which include current and advanced plan updates, grant programs for housing, park, and infrastructure, professional assistance to Village management staff in zoning and grant writing; fostering cooperative working relationships with intergovernmental and regulatory agencies at local, state and federal levels, as well as public and private groups. Supervision may be exercised over a small technical and clerical staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Manages development projects through all stages, i.e. development, consultant procurement, consultant management, monitoring and progress reports;
- Researches sources of funding, develops documentation and prepares applications for Federal and State grants in order to acquire revenue for the improvement of housing and buildings and carry out public works projects;
- Supervises and participates in the administration of various grant programs involving the expenditure of large sums of money in the area of community development;
- Meets with government officials, private contractors and investors to discuss and determine the nature and extent of programs to be undertaken;
- Partners as appropriate with local and regional business development agencies;

- Provides strategic planning assistance and advice to local committees, agencies, and municipalities to ensure development is aligned and coordinated;
- Visits work sites and meets with contractors before and during the work phase of a project to insure that the job is being accomplished in conformance with contract specifications;
- Conducts public hearings and other meetings with private citizens to explain projects and elicit public opinion concerning acquisition of property, project planning, demolition and/or development;
- Supervises the maintenance of records and accounts of grant fund expenditures to insure their accuracy, completeness and clear audit trail;
- Prepares progress and financial reports as required by state or federal agencies or the Village Manager.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of federal, state and local laws, regulations and policies as they apply to community development; good knowledge of socioeconomic, environmental and planning factors related to community development; working knowledge of computer applications related to the work including a general understanding of Geographic Information Systems (GIS); working knowledge of legal procedures related to real estate transactions and property appraisal practices; working knowledge of principles and techniques used in research and statistical analysis; ability to translate legal and administrative policy statements into work directives; good knowledge of modern management principles and practices; ability to communicate with the public and media outlets; ability to establish and maintain effective work relationships at an administrative level; ability to multitask; resourcefulness and initiative; good professional judgment; tact and courtesy.

QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college with a Bachelor's Degree or higher degree in Business Administration, Public Administration, Community or Urban Development, Planning, Architecture, Engineering or related field; and four (4) years of supervisory or administrative experience in planning, zoning and related community development activities; or
- B. Graduation from a regionally accredited or NYS registered college with an Associate's Degree in a field listed in (A.) above and six (6) years of experience in municipal, regional or community planning or development or a related field, four (4) of which were in a supervisory and administrative capacity in the planning, zoning and related community development activities.
- C. Graduation from high school and eight (8) years of experience in municipal, regional or community planning or development or a related field, four (4) of which were in a supervisory and administrative capacity in the planning, zoning and related community development activities.

Date Posted: 07-03-2023

Expire Date: Open until filled

Contact Name: Amanda Hopf

Contact Email: clerk@saranaclakeny.gov