

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 1774100

Revitalization Specialist 1, Grade 23	1774100
Revitalization Specialist 2, Grade 27	1774200

Brief Description of Class Series

Revitalization Specialists assist communities across the State with planning, managing and accessing resources to support community revitalization, brownfield redevelopment and smart growth projects. The positions provide outreach, education, technical assistance and advice to communities seeking to develop areas for reclamation because of ecological deterioration or pollution, to revitalize neighborhoods suffering from disinvestment, and to promote development consistent with smart growth and environmental justice principles. These positions are only classified at the Department of State.

Distinguishing Characteristics

Revitalization Specialist 1: full performance level; under the general direction of a Revitalization Specialist 2, serves as consultant and project manager with local governments and public and private organizations for assigned projects and assists with the implementation of community revitalization, brownfield redevelopment and smart growth programs.

Revitalization Specialist 2: supervisory level; under the general direction of a Community Infrastructure Manager 1, directs and oversees components of community revitalization, brownfield redevelopment and smart growth programming including but not limited to the Brownfield Opportunity Area program, Smart Growth Community Planning program, Downtown Revitalization Initiative and NY Forward; and supervises a staff of Revitalization Specialists 1 and others.

Related Classes

Coastal Resources Specialists manage planning and construction projects undertaken by waterfront communities and local organizations to advance economic development and protect natural resources. They provide technical assistance to local governments, State and federal agencies, and review projects and activities by federal and State agencies for consistency with the State's Coastal Management Program.

Economic Development Program Specialists and Economic Development Program Administrators apply business knowledge, training, and experience to provide a wide range of professional and management level economic development services for the promotion of business, tourism and international trade in New York State. They provide technical advice and problem-solving assistance to economic development organizations and businesses by conducting business-to-business marketing programs, and promoting, publicizing, and developing strategic plans and initiatives related to the business and economic development services of the Department.

Local Government Specialists are professionals responsible for providing education, training, and technical and project development assistance to local municipal officials on a variety of local government matters, including land use planning and zoning; administration and management; local government efficiency; shared services and consolidations; and community and economic development. Incumbents research, analyze, propose and implement resolutions to programmatic and public policy issues that affect local governments in New York State.

Illustrative Duties

Revitalization Specialist 1

Performs outreach activities with officials of cities, villages, towns, counties, community-based organizations, New York City Community Boards, local public authorities, local public benefit corporations, school districts, and improvement districts to educate about and encourage participation in community planning and development programs and initiatives.

Assists local governments and public and private organizations with funding and technical assistance for planning, accessing, and managing resources to support community revitalization.

Assists with formulating and/or modifying the Department of State Office of Planning, Development and Community Infrastructure (OPDCI) policies and programs.

Participates in public hearings and coordinates with regional level boards and commissions.

Works to develop and facilitate statewide partnerships to expand financial resources and expertise available to local governments, community-based organizations, and developers.

Manages diverse State construction, design, and planning grant contracts to implement community revitalization and smart growth programs.

Oversees executed grant contracts to ensure that all requirements are met, including administrative requirements and performance measures.

Revitalization Specialist 2

Supervises a staff of Revitalization Specialists 1.

Plans, organizes and manages the work and staff in a range of community revitalization and smart growth programs, including establishing goals, choosing projects, determining program initiatives and priorities, establishing policies and procedures, and developing annual workforce plans and budgets.

Develops and recommends policy, legislative, and programmatic initiatives related to community revitalization, brownfield redevelopment, smart growth, and environmental justice.

Develops and facilitates partnerships between DOS, other State and federal agencies, and other stakeholders to implement, advance and improve programs and initiatives.

Analyzes proposed State and federal legislation, regulations, and programs.

Develops and implements performance measurement programs and monitors performance of projects, initiatives, programs, and internal processes to evaluate quality and effectiveness.

Develops and directs training and technical assistance programs and program-wide public outreach.

May also perform all the duties and responsibilities of Revitalization Specialist 1.

Minimum Qualifications

Revitalization Specialist 1

Open Competitive: seven years of experience* in preparing and implementing community revitalization plans, land use plans, economic development programs, and/or redevelopment plans for areas affected by brownfields, vacant land, abandoned sites or urban areas; AND managing community, economic, and/or real estate development projects including securing financing, developing requests for proposals, negotiating, managing, monitoring and reviewing contracts.

Revitalization Specialist 2

Promotion: one year of permanent service as a Revitalization Specialist 1.

Open Competitive: nine years of experience* in preparing and implementing community revitalization plans, land use plans, economic development programs, and/or redevelopment plans for areas affected by brownfields, vacant land, abandoned sites or urban areas; AND managing community, economic, and/or real estate development projects including securing financing, developing requests for proposals, negotiating,

managing, monitoring and reviewing contracts. Two years of the experience must have been at a supervisory level.

*Substitution: An associate degree may substitute for two years of experience; a bachelor's degree may substitute for four years of experience; a master's degree may substitute for five years of experience; or a doctorate may substitute for six years of experience.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibility of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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