

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

Classification Standard

**Occ. Code 1770100**

**Community Infrastructure Manager 1, M-3 1770100**  
**Community Infrastructure Manager 2, M-4 1770200**

Brief Description of Class Series

Community Infrastructure Managers manage, direct, and oversee programs within the portfolio of the Department of State's Office of Planning, Development, and Community Infrastructure (OPDCI). OPDCI divisions and programs focus on planning, economic development, smart growth, natural resources protection targeted at waterfront communities, marine and coastal areas, brownfield sites, and targets of downtown revitalization efforts of various sizes and scopes. OPDCI functions include provision and monitoring of grant funding, provision of technical assistance, and regulatory activities.

Distinguishing Characteristics

*Community Infrastructure Manager 1:* under the direction of a Community Infrastructure Manager 2, serves as a division director and supervises the activities and staff of a major division within OPDCI; supervises a sizeable number and higher level of professional staff at the Grade 27 level and below.

*Community Infrastructure Manager 2:* under the direction of a Deputy Secretary of State, manages and oversees several OPDCI divisions and programs; administratively supervises multiple Community Infrastructure Managers 1 and other professional staff within OPDCI.

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.

Ocean & Lakes Policy Analysts research, analyze, propose, and develop policy affecting coastal and offshore ecosystems; undertake inter-related regional planning and project activities involving multiple jurisdictions; and oversee the implementation of new policies and plans that affect New York's coastal and offshore resources. They resolve programmatic and public policy issues through the development of intergovernmental partnerships; and design and guide the implementation of reports, studies, investigations, and projects.

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.

### Illustrative Duties

#### *Community Infrastructure Manager 1*

Supervises Grade 27 level unit managers and supervisors in the administration of OPDCI programs.

Represents the Community Infrastructure Manager 2 and OPDCI overall in meetings and forums, with a primary focus on the programs administered by their assigned divisions.

Works closely with the Community Infrastructure Manager 2 and the Deputy Secretary of State for OPDCI in setting program mission, vision, implementation strategies, and evaluation.

Contributes to establishing and managing program implementation, priorities, and work plans related to OPDCI programs, and leads division-focused efforts in administrative processes, improvements, efficiencies, and grant contract administration and management.

Leads division-level development and interpretation of policies for supervisors and line staff.

Assists the Community Infrastructure Manager 2 with management activities for assigned divisions, including:

- Ensuring work aligns with the strategies and organizational goals set by executive leadership.

- Coordinating reports and program evaluations related to federal grant activities.
- Overseeing the preparation of the OPDCI program budget, including cash planning and reappropriation of program funding.

*Community Infrastructure Manager 2*

Supervises managerial and supervisory staff, including Community Infrastructure Managers 1 serving as division directors, in the oversight of OPDCI programs.

Works closely with OPDCI Deputy Secretary of State in setting program mission, vision, implementation strategies, and evaluation.

Liaises with federal and State funding agencies and promotes OPDCI programs with local governments and other stakeholders.

Establishes and manages program implementation, priorities, and work plans related to OPDCI programs.

Develops and interprets policies for supervisors and line staff.

Manages administrative and organizational functions, ensuring work aligns with the strategies and organizational goals set forth by executive leadership.

Coordinates reports and program evaluations related to federal grant activities.

Oversees the preparation of OPDCI program budgets, including cash planning and reappropriation of program funding.

May also perform all the duties and responsibilities of Community Infrastructure Manager 1.

Minimum Qualifications

*Community Infrastructure Manager 1*

Promotion: one year of permanent service as a Revitalization Specialist 2, Ocean & Lakes Policy Analyst 2, or Coastal Resources Specialist 4; or two years of permanent service as a Coastal Resources Specialist 3.

*Community Infrastructure Manager 2*

Promotion: one year of permanent service as a Community Infrastructure Manager 1.

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

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