

DIRECTOR ECONOMIC DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: This is important administrative and liaison work involving responsibility for representing the Board of Supervisors (Board) in a wide variety of matters involving economic/industrial development in Delaware County including coordinating County activities with other parties involved in watershed issues. The incumbent may be appointed as the executive director of the County Industrial Development Agency. The incumbent deals with very sensitive and critical issues and must have the full confidence and trust of the Board and is personally accountable to the Board for his/her actions. The work is performed in close consultation with a Committee of the Board in the development of plans, policies and strategies involving development and implementation of a program to attract businesses and industries to locate within the County, and to promote the retention and expansion of existing businesses and industries, however considerable leeway is allowed in the exercise of independent judgment in the implementation of such plans, policies and strategies. Supervises a small administrative/clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Consults with and coordinates the efforts of various representatives of business, industry, public officials, chambers of commerce, economic development program committees, local, state and regional agencies and others involved in economic and industrial development while maintaining a cooperative working relationship with all involved; Develops a coordinated clearing house or one-stop approach for the collection and dissemination of information and for bringing together resources available for economic and industrial development; Develops and implements methods for making businesses, industries, public and private officials and others aware of the services and resources available through the clearing house; Gathers data on available business and industrial facilities and plans, suitable sites, labor utilities, transportation and marketing facilities and other resources of interest to prospective businesses and industries seeking to locate within the County or desiring to expand; Develops a County-wide economic and industrial promotional program which incorporates local town and village promotional programs; Identifies potential economic and industrial development projects and opportunities in the County; Determines the needs of existing businesses and industries who desire to expand or new businesses and industries who may desire to relocate to the County; Provides businesses and industries with information about various resources that can meet their needs; Acts as a facilitator to expedite the delivery of required resources by arranging to have individuals who can provide the resources available to the business and industry community in a coordinated and comprehensive manner; May negotiate concessions in taxation and other matters as incentives for relocation; Performs a variety of administrative activities including program planning, fiscal management and personnel supervision; Maintains records of economic development activities and prepares reports as required; Directs the preparation of publicity and news releases for acquainting the public with programs and projects; Keeps up-to-date on new developments in the field of economic/industrial development.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of purposes, principles, terminology and practices involved in economic development; Good knowledge of federal and state economic development programs; Good knowledge of the economic development needs of the County and municipalities within the County; Good knowledge of federal and state aid or grant programs available for the County and/or its municipalities; Thorough knowledge of the workings of Industrial Development Agencies; Good knowledge of legislation, current problems and professional literature in the field; good knowledge of current methods of collecting, analyzing and interpreting statistical data; Working knowledge of local and regional planning procedures and requirements and applicable watershed regulations and restrictions; Ability to conduct technical economic development activities; Ability to make clear and concise oral and graphic presentations; Ability to prepare cost estimates, grant applications, and loan packages; Ability to prepare financial reports and recommendations; Ability to understand complex oral and written directions; Ability to plan and supervise the work of others; Ability to develop and maintain cooperative working relationships with prospective clients, business and public officials and the public; Ability to get along well with others; Initiative; Tact; Resourcefulness; Discretion; Sound professional judgment; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. A Masters Degree in business, economics, planning or related field and three (3) years of professional experience in economic development, business development, banking, or a related field, Or
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in the fields specified in A and four (4) years of experience as specified in A, Or
- C. Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in the fields specified in A and six (6) years of experience as specified in A, Or
- D. An equivalent combination of education and experience as defined by the limits of A, B and C above.

Adopted 8/30/00