

Jurisdictional Class: Competitive

Adopted: 12/30/25

ECONOMIC DEVELOPMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for supporting the strategic initiatives, projects, and partnerships of the Clinton County Economic Development team. The incumbent will ensure the smooth implementation of key projects, while providing logistical and operational support, including resource identification, reporting, and project management. The work is performed under the supervision of the Economic Development Director. Supervision is not a responsibility of this position. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Conducts research to identify and evaluate economic development opportunities aligned with Clinton County's strategic growth initiatives;

Develops and recommends programs to advance county economic goals;

Assists in identifying and preparing key initiatives that align with Clinton County's vision for long-term development;

Supports the execution and implementation of county specific economic development projects;

Coordinates activities between internal teams, contractors, consultants, and external partners to ensure the timely execution of projects;

Assists in the management of logistics, timelines, and deliverables for ongoing initiatives;

Fosters relationships with external stakeholders, including government agencies, business partners, and community leaders;

Serves as a point of contact between Clinton County and external development organizations, ensuring strong collaboration and partnerships;

Assists in tracking budgets, funding allocation, and the efficient use of resources for economic development projects;

Prepares financial reports and monitors project spending to ensure alignment with allocated budgets;

Researches funding and resource opportunities that align with economic development goals;

Provides support in preparing and submitting proposals for securing necessary resources and funding for county initiatives;

Collaborates with external partners to help ensure the successful execution of strategic initiatives.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the Federal, State, and local laws, policies, and regulations as they apply to economic development;

Good knowledge of grant programs, grant writing, and grant administration;

Good knowledge of the principles and methods of community and economic development, and business and financial practices;

Working knowledge of legal procedures related to real estate and economic development;

Ability to manage time across concurrent initiatives and projects;

Ability to analyze and organize data and prepare and maintain detailed reports;

Ability to communicate effectively both orally and in writing;

Ability to establish and maintain effective working relationships with internal teams and external stakeholders;

Ability to follow complex oral and written directions;

Economic Development Coordinator

Ability to work independently;
Initiative;
Resourcefulness;
Sound professional judgement.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered College or University with a Bachelor's Degree in Government, Economics, Writing, Public Relations, or a related field; or
- (b) Graduation from a regionally accredited or New York State registered College or University with an Associate's Degree and two (2) years of experience in economic development, community development, business development, or commercial development.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.