

Jurisdictional Class: Competitive
Adopted: August 31, 2016
Revised: April 27, 2018

ECONOMIC DEVELOPMENT DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and administrative position involved in initiating, planning, and directing economic development programs for the enhancement of the municipality. The incumbent will work with regional agencies, developers and builders to review feasibility of proposed projects working towards business retention and growth for the municipality. The Director prepares and submits grant applications and administers grant awards. Work is performed under the general direction of the municipal Administrator with wide latitude for independent judgment in carrying out the details of the work. Supervision may be exercised over subordinate employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Establishes, recommends and implements policies, programs, and procedures related to economic development and the retention, expansion, attraction and growth of visitors, residents, businesses and industries within the municipality;
- Prepares and submits grant applications on behalf of the municipality;
- Administers and manages grant awards, grant projects, grant reporting, preparing payment requests, and responding to program and financial audits;
- Coordinates the expenditure of funds, prepares reports, conducts studies and reviews projects to determine the financial benefit of proposed development and makes recommendations regarding priorities and risk of short and long-term success;
- Performs a variety of administrative activities including program planning and fiscal management;
- If employed in Clinton County, supervises and oversees the management of the Clinton County Industrial Development Agency (CCIDA), including scheduling and facilitating meetings of the CCIDA Board of Directors; preparing and submitting all required reports the State, preparing all documents required for projects engaged by the CCIDA, and provides guidance and direction to the Board for all projects proposed for and engaged by the CCIDA;
- Facilitates, retains and acquires local and regional business development and partnerships with local agencies;
- Presents and advocates policies and is responsible for public relations for community and economic development programs through both written and oral presentations to a wide range of private and public sector groups, officials, agencies, and the public;
- May supervise the work of support staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

- Thorough knowledge of Federal, State, and local laws, policies, and regulations as they apply to economic development;
- Thorough 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;
- Good knowledge of modern management principles, practices, and techniques;
- Good knowledge of legal procedures related to real estate and economic development;
- Ability to translate legal and administrative policy statements into work directives;

Economic Development Director

Ability to prepare and present clear and concise written and oral reports and speeches;
Ability to analyze and organize data and prepare and maintain detailed reports;
Ability to establish and maintain effective working relationships with agencies;
Ability to follow complex oral and written instructions;
Ability to manage and administer complex programs and project implementation;
Ability to work independently;
Ability to organize and facilitate public meetings;
Ability to manage, direct, and supervise staff;
Initiative;
Resourcefulness;
Sound professional judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one (1) year of administrative or managerial experience in economic or community development, business development, or commercial development, or closely related field; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Associates Degree and three (3) years of experience as described in (a) above; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

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.