COMMISSIONER OF COMMUNITY AND ECONOMIC DEVELOPMENT **269-A**

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for the administration and coordination of economic/industrial development, agricultural development, implementation of the New York State Empire Zone (EZ) Program and Rural Enterprise Area Partnership in the County and coordination of local economic development agencies (Industrial Development Agency, Partnership for Economic Development, Sullivan County Chamber of Commerce and Sullivan County Visitors' Association). The incumbent is also responsible for the oversight of the County's Youth Bureau Services, Center for Workforce Development Department as well as the Department of Community Development. The incumbent coordinates promotional and marketing activities within the County to attract new business and industry and to facilitate the expansion and development of existing business and industry, including the agricultural industry. Technical assistance is provided in areas of grant preparation and evaluation of application for EZ benefits and agricultural marketing. Certain functions are performed in collaboration with those of the Commissioner of Planning and Environmental Management. Work is performed under the general direction of the County Manager in accordance with policies prescribed by the County Legislature with considerable leeway for the use of independent judgment. Administrative oversight may be exercised over designated organizations and agencies as determined by the County Legislature. Supervision may be exercised over subordinate personnel.

TYPICAL WORK ACTIVITIES*: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Develops and implements policies, procedures and programs for the community and economic development functions to enhance economic growth and activities in Sullivan County,

consistent with the goals and objectives of the County and in accordance with local, state and federal mandates;

Oversees all County sponsored community and economic development programs;

Represents agricultural industry on various economic development committees or task forces on relevant issues, such as business retention and revitalization, attraction of new businesses and promotion of new and alternative technologies;

Coordinates the activities of the IDA, Partnership for Economic Development, Sullivan County Chamber of Commerce and Sullivan County Visitors' Association;

Assists in the development and implementation of a long term strategic plan for youth services and workforce development;

Serves as initial contact person for businesses interested in locating in the County EZ, provides project-specific detailing of EZ benefits and prepares all necessary documentation for businesses to qualify for EZ benefits;

Works with various governmental and economic development agencies in preparing proposals for State and Federal grants and financial assistance for the Empire Zone Program as well as for the County Agricultural Industry;

Prepares departmental budgets, sets goals, prepares reports and monitors performance of programs relating to Community and Economic Development, Center for Workforce Development, and Youth Bureau Services;

Prepares economic development promotional literature regarding County Agricultural Marketing and Empire Zone Program;

Represents the County's agricultural industry to local restauranteurs, hoteliers, schools and state and County government institutions to encourage them to utilize locally grown and processed products;

Serves as staff for the Agricultural Local Development Corporation, Rural Enterprise Area Partnership Board and EZ Administration Board;

Delegates and assigns duties for individual projects to subordinate staff and provides supervisory oversight of staff performance;

Makes presentations to County Legislature and other organizations, as needed;

May be responsible for development and implementation of special projects as assigned by County Manager and County Legislature.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of the methods, terminology and techniques used in the development, expansion and promotion of commercial, industrial, agricultural and residential projects; good knowledge of financial assistance programs for new and expanding businesses; good knowledge of the New York State Economic Development Zone Program; working knowledge of traditional management functions involved in directing an organization; demonstrated skills in graphic presentation, illustration and reproduction techniques; ability to collect, analyze and present planning data; ability to conduct grant application activities, including research and analysis; ability to understand and follow complex oral and written instructions; ability to express oneself clearly, both orally and in writing; ability to maintain effective working relationships with public officials, developers and entrepreneurs, advisory groups and County residents; initiative and resourcefulness;

Tact; and courtesy.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree or higher in Planning, Public or Business Administration, Marketing, Agricultural Sciences, Environmental Studies or a related field and three (3) years of progressively responsible experience in economic development, community planning, public administration or other field related to industrial, agricultural, regional planning, economic development or marketing activities, including one year of supervisory experience; or

(B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Planning, Public or Business Administration, Marketing, Agricultural Sciences, Environmental Sciences or a related field and five (5) years experience as stated in (A) above, including one year of supervisory experience; or

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.