

ECONOMIC DEVELOPMENT PROGRAMS SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for overseeing economic development activities conducted through the county government with strong emphasis on formulation/implementation of strategy and providing technical assistance in the recruitment and development of business enterprises. Work is performed under general direction of the Economic Development Director and in accordance with policies established by the county legislative body. Supervision is exercised over assigned staff.

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 a comprehensive marketing strategy to attract appropriate new industries to the county;

Provides assistance to prospective new industries with regard to site selection, financing, and coordination with local entities;

Acts as liaison and coordinates activities with existing economic development bodies such as the Industrial Development Agency, Chambers of Commerce, Realtors, and local governments;

Develops long range economic development plans in coordination with other staff and the county legislative body;

Oversees the development and provision of local business development programs;

Provides assistance to new and existing industries and firms in arranging financing and/or loan packaging;

Oversees the administration of programs and projects involving the County Industrial Development Agency including the Economic Development Revolving Loan Fund;

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Researches and oversees the development of infrastructure development, financial assistance, and other projects and the process of seeking available funding for them;

Responds to business inquiries;

Establishes, maintains and updates a business and industrial site inventory and related data;

Performs public relations functions relating to economic development activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Comprehensive knowledge of financial assistance programs for new and expanding businesses; good knowledge of business financial analysis and needs; good knowledge of banking regulations and requirements relating to the business loan packaging; good knowledge of economic development marketing and promotion techniques; good knowledge factors affecting the local economy; ability to relate well to the business community, municipal agencies, media sources, and the public; established skill in arranging financial assistance and loan packaging for business; good research skills; ability to communicate effectively both orally and in writing; ability to work cooperatively in a team environment while initiating and implementing independent activities; resourcefulness; and initiative.

MINIMUM QUALIFICATIONS: Possession of a high school or equivalent diploma and either:

- (A) Possession of a Master's Degree in Business Administration, Public Administration, Economics, Planning, or a related field, and three (3) years of acceptable experience in planning and economic development, industrial promotion and/or Marketing, Public Administration, Economic and/or Financial Analysis, or a related field, at least one (1) year of which must have been in a responsible supervisory capacity; or

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- (B) Possession of a Bachelor's Degree in the academic disciplines described in (A) above, and five (5) years of acceptable experience as described in (A) above, at least one (1) year of which must have been in a responsible supervisory capacity.

NOTE: Your degree or credits 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.