

EMPIRE ZONE COORDINATOR

Distinguishing Features of the Class: This position involves the responsibility for implementing the provisions of the New York State Empire Zone (EZ) Program in the County. The incumbent coordinates promotional and marketing activities within the EZ to attract new business and industry and to facilitate the expansion and development of existing business and industry. Provides technical assistance in areas of grant preparation and evaluation of and application for, EZ benefits. Work is performed under general supervision with considerable leeway allowed for the use of independent judgment. Supervision may be exercised over a small clerical and technical staff. Performs related work as necessary.

Typical Work Activities:

Provides project-specific detailing of EZ benefits to industrial and commercial prospects;

Prepares economic development promotional literature regarding the County and the EZ;

Assists in the preparation of grants for State or Federal assistance to expand EZ benefits and /or administrative costs for EZ Community Development activities;

Serves as staff for the EZ Administration Board;

Serves as initial contact person for businesses interested in locating in the County EZ and prepares all necessary documentation for businesses to qualify for EZ benefits;

Serves as liaison between the county and/or local businesses and the NYS Department of Economic Development EZ staff;

Assists in the preparation of EZ monthly and annual reports;

Assists in preparation of annual budget for EZ Program;

Empire Zone Coordinator

Page 2

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics: Thorough knowledge of the New York State Economic Development Zone Program; thorough knowledge of the methods and techniques used in the development and expansion of commercial, industrial and residential projects, including financial packaging; good knowledge of the purposes, principles, practices, methods and terminology used in the planning and administration of economic and industrial programs; working knowledge of public relations and publicity techniques; ability to understand and follow complex oral and written instructions; ability to maintain effective working relationships with public officials, developers and entrepreneurs, citizens advisory groups and County residents; ability to communicate well orally and in writing; initiative; and resourcefulness.

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 Masters's Degree in Planning, Public or Business Administration, Marketing or Industrial Management and five years of progressively responsible in economic development, community planning, public administration or other field related to industrial and/or economic development; 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 Bachelors's Degree in Planning, Public or Business Administration, Marketing or Industrial Management and seven years of progressively responsible in economic development, community planning, public administration or other field related to industrial and/or economic development; or

Empire Zone Coordinator

Page 3

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

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.

Y:\CLASPLAN\EMPIRE ZONE COORDINATOR.DOC

Last Reviewed: 12/21/01

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 2/2/2023

Revised and Replaced in Classplan: 4/1/2025 (Edu)