

## **ECONOMIC DEVELOPMENT SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position works primarily with the Director of Southern Tier 8, providing technical assistance, information gathering, research and problem-solving designed to facilitate the preparation and implementation of economic development projects. An employee in this class is responsible for the identification of sources of grant monies and assisting in the preparation of grant applications and the administration of successful grant requests. Work is performed under the general supervision of the Director of Southern Tier 8 with wide leeway is allowed for the use of independent judgment in the performance of all phases of work. Performs related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Conducts research and analysis designed to provide background information on key topics and issues related to economic development;

Collects and analyzes statistical data essential to economic development planning studies and works with consultants that may be retained to conduct such studies;

Gathers information about businesses in the region and maintains a directory thereof;

Interacts with agencies actively involved with economic development on a federal, state and/or local level;

Assists in the identification of properties and buildings available for development;

Identifies, writes, administers and monitors grants related to economic development;

Assists in the preparation of social media posts, applications, training materials and other written materials;

May serve on County committees as necessary.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the purposes, principles, practices, methods and terminology used in economic development planning;

Thorough knowledge of techniques used to gather data for statistical analysis, reports and/or discussion;

Good knowledge of grant sources and programs available to the Southern Tier 8 region;

Good knowledge of the economic and development needs of the Southern Tier 8 region;  
Good knowledge of basic research methods and techniques;  
Skill in grant search, application preparation and grant administration;  
Ability to communicate effectively with others;  
Ability to relate and work with area economic development agencies, financial institutions, business and industry;  
Ability to understand complex oral and written directions.

**MINIMUM QUALIFICATIONS:**

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 in business, economics, marketing, planning, project management, public administration or a closely related field and one year of experience in public administration, economic development, business development, planning, public relations, finance, grant writing or closely related field.

**NOTE:** Education beyond the Bachelor's degree in the fields indicated can be substituted for the experience on a year-for-year basis.