

## **ECONOMIC DEVELOPMENT DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a managerial position involving responsibility for the overall economic development of the municipality. Work involves developing policy, organizing and directing work of the department. Work is performed under the administrative direction of the Town Supervisor or a designee, wide leeway is allowed for the exercise of professional planning and administrative judgment to carry out the duties of the position to the fulfillment of the current goals and objectives of the municipality. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Determines feasibility and potential value of proposed projects and makes recommendations regarding such questions as priorities and the extent and scope of studies;  
Identifies, evaluates and inventories existing and potential industrial sites and facilities;  
Maintains an inventory of available sites;  
Formulates economic development policies for consideration and approval of the Town Board;  
Periodically evaluates effectiveness of projects under development and reviews their progress as needed;  
Supervises consultants engaged to assist in the preparation of highly specialized studies;  
Consults with representatives of area economic development agencies, commercial, industrial and financial institutions in matters relating to the economic or industrial development of the municipality;  
Coordinates economic development programs and activities and maintains liaison with other officials, representatives of industry and community leaders;  
Underwrites and administers the revolving loan program;  
Keeps abreast of new sources of funding available to current legislation and programs;  
Participates in professional organizations and meetings for extending knowledge of current developments;  
Attends trade shows;  
Supervises work progress, gives direction on projects, and approves final product of the assignment;  
Serves as liaison in behalf of the Town to local, State and Federal governments;  
Prepares the annual departmental budget and work program.

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

Comprehensive knowledge of the purposes, principles, methods and terminology used in economic development;  
Thorough knowledge of techniques used to gather data for statistical analysis;  
Thorough knowledge of funding sources and application procedures;  
Thorough knowledge of the goals and objectives of the town as applied to economic development;

Thorough knowledge of modern principles and practices of effective management;  
Working knowledge of Federal and State or grant programs available for municipalities;  
Ability to organize, plan, supervise and review the work of professional and technical planning personnel in a manner conducive to full performance and high morale;  
Ability to prepare difficult economic development studies and to formulate substantive recommendations for the development of overall town plans;  
Ability to keep abreast of current literature, recent developments and sources of information in economic development;  
Ability to prepare and maintain economic development plans for development;  
Ability to meet with community groups to respond to needs and inquiries;  
Ability to establish and maintain effective working relationships with civic leaders, public officials, and the general public;  
Physical condition commensurate with the demands of the position.

**SUGGESTED MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in economics, business administration or management, planning or closely related field and five years of related experience.

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Jurisdictional Classification:            Pending