

REGIONAL ECONOMIC DEVELOPER

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting in administering a growing portfolio of regional development projects, initiatives, and programs. The position is responsible for providing comprehensive support to the Executive Director by guiding the organization's strategic direction, executing high-level priorities, and managing core operational functions such as external communications, intergovernmental affairs, program oversight, policy analysis, and strategic planning. Work is performed under the general supervision of to the Executive Director with leeway in carrying out the duties and responsibilities if the position. Supervision is exercised over lower-level departmental staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Leads the implementation of economic and community development programs, including by publicly representing and acting on behalf of the organization when required;

Manages a portfolio of large-scale economic development initiatives, with a focus on the growth of regional industry clusters and improvement of critical infrastructure;

Analyzes legislative and regulatory landscapes at the local, state, and federal levels to identify emerging opportunities and potential challenges to the organization's programs;

Directs engagement efforts with local, state, and federal officials, including the effective conveyance and advancement of legislative and regional development priorities;

Provides technical assistance related to strategic planning, economic growth, and intergovernmental relations to municipal, not-for-profit, and other partners;

Develops and executes multifaceted communication strategies to disseminate organizational priorities, achievements, and initiatives to external audiences;

Collaborates with cross-functional teams to leverage data-driven insights and best practices to ensure the effective implementation of economic development programs;

Assists with program design, implementation, monitoring, and evaluation of agency program areas, with an emphasis on the U.S. Economic Development Administration;

Cultivates strategic partnerships with key stakeholders in the public and private sectors to bolster support for organizational initiatives and enhance community engagement;

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Offers strategic counsel about navigating complex community development issues and drive progress towards organizational goals by advancing innovative solutions;
Facilitates meetings, committees, inter-agency working groups, and other planning initiatives related to the region's comprehensive economic development strategy;
Provides comprehensive support to the executive director in administrative tasks, including program management, compliance reporting, and staff supervision.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of regional economic development;
Thorough knowledge of Economic Development District (DSDs), and Local Development Districts (LDDs);
Thorough knowledge of the purposes, principles, practices, methods and terminology used in economic development;
Thorough knowledge of techniques used to gather data for statistical analysis, reports and/or discussion;
Good knowledge of grant sources and programs available; Good knowledge of the economic and development needs of Southern Tier 8;
Good knowledge of basic research methods and techniques; Skill in grant search, application preparation and grant administration;
Ability to manage a multitude of complex projects and competing priorities in a fast-paced environment, while ensuring the delivery of short-term and long-term objectives;
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;
Ability to prepare difficult economic development reports/studies and to formulate substantive recommendations as a result of the studies.

MINIMUM QUALIFICATIONS:

A) Possession of a Master's degree in policy analysis, public administration, public policy, economic development, community development or closely related field and one year of supervisory experience in driving major regional economic and community development priorities to completion; OR

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B) Possession of a Bachelor's degree in policy analysis, public administration, public policy, economic development, community development or closely related field and three years of supervisory experience in driving major regional economic and community development priorities to completion; OR

C) Possession of a Associate's degree in policy analysis, public administration, public policy, economic development, community development or closely related field and five years of supervisory experience in driving major regional economic and community development priorities to completion; OR

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

NOTE: Your degree must have been awarded 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 was 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.