

BUSINESS SERVICES ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional administrative position in the Ulster County Office of Economic Development. An incumbent in this position provides professional support to the Director and Deputy Director of Economic Development in serving local communities, companies and agencies with particular emphasis on retaining and attracting businesses. This is accomplished by assisting in developing data on such industries, prospective sites, and other pertinent data and through personal visits, sales letters, exhibits, and other media to accomplish these aims. Work involves responsibility in the administration and coordinating projects as directed which may include engaging county resources, participating in specific programs and project development efforts, and implementing, monitoring and evaluating projects, programs and activities to ensure expected outcomes. The work is carried out in accordance with accepted professional practice and within the operational guidelines of the Ulster County Office of Economic Development. Work is performed under the general supervision of the Director and Deputy Director of Economic Development. General supervision is exercised over the employees and consultants. Does related work as required.

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.

Assists and participates in the planning, directing, and coordinating the administrative aspects of projects involving economic development, ensuring that department resources are fully and appropriately utilized, and that all statutory responsibilities are fulfilled;

Prepares documents and materials including research analysis for supported board review and decisions including the Shovel Ready Committee, the Revolving Loan Fund Committee, the Ready 2 Go Committee, Ulster County Development Corporation and the Industrial Development Agency;

Assists in managing federal and state funding, including revolving loan funds, as required to meet program objectives at trade shows, etc., and handles responses to leads by providing such prospects with available sites, incentives and contacts;

Maintains or supervises maintenance of real estate and business contact databases;

Develops list of prospects interested in relocation in Ulster County using referrals, published sources, attendance at trade shows, etc., and handles responses to leads by providing such prospects with available sites, incentives and contacts;

Conducts surveys by phone, mailings or direct contact of firms potentially interested in moving or expanding in Ulster County;

Assists in the establishment of working relationships with other agencies, funding sources, outside contractors, regulatory authorities and interested parties to ensure that their goals,

objectives and concerns are incorporated into the financial or development process to the maximum extent possible;

Actively engages businesses, not-for-profit, and communities to provide professional support in specific program, financing, and project development efforts;

Implements, monitors and evaluates projects, programs and activities as directed, to ensure expected outcomes;

Develops advertising and public relations materials to be used in the sales promotion of Ulster County via radio, television, newspaper articles, advertisements, booklets, and arranges for the distribution of such materials;

Meets with business and not-for-profits seeking business and finance counseling;

Supervises professional and clerical staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the fundamentals of community and economic development within New York State, including state and federal economic development programs, grants and financing; good knowledge of planning and zoning concepts related to economic development; working knowledge of government budgeting procedures; working knowledge of grant writing and research; ability to analyze small business and corporation financial statements, business plans and feasibility studies; ability to accurately record and report work efforts and results; ability to plan and coordinate the technical work of others; ability to elicit staff cooperation and support of others; confidentiality, initiative and resourcefulness; good powers of observation, perception and analysis; tact, courtesy.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Business Administration, Public Administration, Planning, Economic Development, Environmental Law or closely related field; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business Administration, Public Administration, Planning, Economic Development, Environmental Law or closely related field and two (2) years of responsible work experience in business development, planning, economic land use, environmental land use or a closely related field; **OR**
- C. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration, Public Administration, Occupational Studies, Planning, Economic Development, Environmental Law or closely related field and four (4) years of responsible work experience in business development, planning, economic land use, environmental land use or a closely related field; **OR**

- D. Graduation from high school or possession of a high school equivalency diploma and six (6) years of responsible work experience in business development, planning, economic land use, environmental land use or a closely related field; **OR**
- E. An equivalent combination of training and experience as described in A, B, C and D above.

ULSTER COUNTY
0977 BUS SRV AD
Classification: Competitive
NUMGT

Adopted: January 1, 2013
Revised: May 7, 2015
Revised: January 26, 2016
Revised: December 27, 2019